

## **Job Title – Ballymacash Sports Academy Manager**

**Permanent Position , Initially 32 hours per week (See below notes)**

**Anticipated Salary of £ 24,000 per annum plus pension contributions**

Ballymacash Sports Academy Ltd is a Benefit Community Society that has an ambitious group of owner investors who are committed to developing one of Northern Ireland's Premier Sports Facilities. Based in Rushmore Drive, Lisburn, at the Bluebell Sports Complex, we have an opening for an Academy Manager to assist the Directors and Volunteers in managing our state of the art 3G pitch, growing sports facilities and youth teams.

### ***Our aims are:***

- to increase participation in sports for those for all ages, gender and abilities
- to develop sporting skills at a competitive level for an affordable price
- to establish links between schools, sports clubs and the wider community
- to improve both physical and mental health for all participants
- to create job opportunities
- to contribute to the community development and its regeneration

### **Essential Criteria >**

1. The successful applicant will be able to demonstrate experience in managing and successfully achieving grant funding.
2. Have at least two year's experience in managing a similar community based or sport's based facility.
3. Have at least two year's experience in preparing financial projections, including cashflow plans and experience in working to a budget.

### **Desired Criteria >**

- > A working knowledge of the Irish Football Association Youth Development Programme and additional Regional Youth Player Registration Schemes.
- > Experience in developing a Growth Strategy Business Plan.

**General Job Description > (Other duties may be required from time to time)**

***Job Responsibilities***

1. Responsible for managing the web site booking system, day to day bookings management, creation of invoices and ensuring payment is made.
2. Ensure the Society Objectives are met, and business is carried out in line with the Society Rules.
3. Actively sell and promote the Academy , 3G pitch and facilities to local schools and sports organisations etc to increase monthly revenue.
4. Submitting grant applications on an ongoing basis and achieving annual funding targets.
5. To manage facility access and security arrangements (supported by the volunteer team)
6. Facilitate meetings with Local Statutory Bodies, Social Enterprises and Elected Reps to create opportunities for growth.
7. To support the Ballymacash Rangers FC Club Development Officer and Volunteers in the planning and management of the youth programmes and schemes.
8. To manage the property and maintenance arrangements of the BSA in conjunction with a volunteer support team.
9. To assist the Club Secretary and Youth Co-ordinators in the management of the administration of the various registration systems.
10. To ensure statutory compliance checks and procedures are in place and adhered to in line with the BSA/BRFC Fire Risk Assessment and insurance policies.
11. To increase profits for the charity through capitalising on merchandising, sponsorship and commercial opportunities.
12. Provide the BSA directors with a monthly management report showing agreed key performance metrics.
13. Provide financial planning and information support to the volunteer Club Treasurer of BRFC and Financial Director of BSA.
14. Providing managerial support to the volunteer Social Club Convenor, and support on the financial management of the social club accounts with the Club Treasurer.

**NOTES : Additional Information**

The role is a permanent position, with a flexible 32 hours per week. It is anticipated that evening and weekend support may be required as part of the agreed working week. There may be an opportunity for these hours to be extended after six months by the mutual agreement of both parties.

The Academy offers a competitive salary, paid holidays, pension contributions and independent thinking which is actively encouraged.

Closing date for completed CV's and cover note is Friday 2<sup>nd</sup> October at 12pm.

All CV's to be sent to [BSAfinance@outlook.com](mailto:BSAfinance@outlook.com)