

Job Title – Ballymacash Sports Academy Manager

Permanent Position , 37.5 hours per week (See below notes)

Anticipated Salary of £ 35,000 per annum plus pension contributions

Ballymacash Sports Academy Ltd is a Benefit Community Society and registered charity that has an ambitious group of owner investors who are committed to developing one of Northern Ireland's Premier Community Sports Facilities. Based in Rushmore Drive, Lisburn, at the Bluebell Sports Village, we have an opening for an Academy Manager to assist the Directors and Volunteers in the overall management of our state of the art 3G pitch and New Community Village Hub.

Our aims are:

- to increase participation in sports for those of 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 the physical and mental health of all participants
- to create job opportunities
- to contribute to community development and the regeneration of the local area

Essential Criteria >

1. The successful applicant will be able to demonstrate experience in managing and successfully achieving grant funding and compiling grant feedback reports in the social enterprise / community sector.
2. Have at least three year's experience in managing operational issues within a similar community based or sports based facility.
3. Have at least three year's experience in managing a commercial budget including staff planning costs and operational costs.
4. Have at least three year's experience in successfully developing and leading a team of employees and/or volunteers.

Desired Criteria >

- > A working knowledge, or willingness to learn, of sports organisational operations and in particular the IFA and NIFL structures.
- > Experience in developing community development plans and liaising with local and regional government representatives.
- > Experience in current employment law best practice and managing HR issues.

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

Job Responsibilities

1. Ensure the society objectives are met and business is carried out in line with the Society Rules.
2. Manage and develop the existing team of staff and volunteer partner organisations.
3. Actively sell and promote the Academy , 3G pitch and new community village hub 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. (Third party support may be available to assist with this)
5. Manage facility access and security arrangements (supported by the Facilities Manager and staff/volunteer team)
6. Facilitate meetings with Local Statutory Bodies, Social Enterprises and Elected Reps to create opportunities for growth.
7. To support Ballymacash Rangers FC Club Committee and Volunteers in the planning and management of the youth programmes and senior football schemes.
8. To increase profits for the charity through capitalising on merchandising, sponsorship and commercial opportunities.
9. Provide the BSA directors with a monthly management report showing agreed key performance metrics.

NOTES : Additional Information

The role is a permanent position, with a flexible 37.5 hours per week. The successful candidate will report directly to the Board of Trustees of the BSA. It is anticipated that evening and occasional weekend working will be required as part of the agreed working week and the role will be based at the BSA facility, Rushmore Drive, Lisburn. The Academy offers a competitive salary, paid holidays, paid illness allowance, pension contributions and independent thinking which is actively encouraged.

Closing date for completed CV's and cover note is Wednesday 3rd April at 12pm.
All CV's to be sent in confidence to BallymacashHR@outlook.com