

# JOB DESCRIPTION

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| <b>Job Title:</b> Community Trust Director – Luton Town Football Club Community Trust | <b>Reports to:</b> Chair of the Board of Trustees  |
| <b>Location:</b> Luton Town FC Community Trust, Ely Way, Luton, LU4 9QN               | <b>Hours:</b> 37.5 per week. This is a senior position; match days and occasional unsocial hours are a requisite of the role |
| <b>Salary:</b> £48k - £56k (dependent on experience)                                  | <b>Role Type:</b> Employee   |

## JOB PURPOSE

Provide strong, and inspirational leadership to the Community Trust

Develop, lead, and deliver the LTFC Community Trust 2021 – 2024 Strategy, increasing the Community Trust and Football Club’s brand, impact, and reputation

Work effectively with the Board and Senior Management team to achieve excellence across governance, safeguarding, talent development, and developing impactful two-way partnerships

Strategic responsibility for financial and business growth, ensuring sustainability and diversity of income streams, which can be reinvested in community-based activity for the benefit of Luton and its communities

Communicate our vision, mission, and values clearly and confidently with key internal and external stakeholders

## Key Relationships

Chair of the Board of Trustees, Board of Trustees, Community Trust Senior Management Team, CEO and Senior Executives at Luton Town Football Club, Premier League Charitable Fund, English Football League Trust, Government Departments, and Stakeholders across strategic areas of work

## JOB DESCRIPTION

### **Leadership, Strategy & Governance**

- Work with the Board to implement the Community Trust’s Strategy and operational plans
- Develop future strategies alongside Board members

- Ensure the organisation is appropriately resourced to deliver the strategy and that all required processes and procedures are in place
- Alongside the Chair, develop clear governance structures and operating models which ensure excellence in governance
- Establish and develop an effective Senior Management Team to deliver the strategy and operational plans
- Lead, develop and support the Senior Management Team
- Develop and nurture relationships with key partners in Luton and surrounding areas
- Lead on the development of a delivery model where *Impact* is at the heart of decision making
- Ensure Safeguarding, Equality, Diversity, and Inclusion are embedded across all areas of the Community Trust

### **INCOME GENERATION AND STAKEHOLDER RELATIONS**

- Continue to raise the profile of the Community Trust
- Diversify income through growth of new partnerships and funding revenues
- Establish new strategic relationships with organisations from across the area and beyond
- Work in partnership with the Business Manager and Football Club to establish a pipeline of investment opportunities
- Effectively communicate with partners, as a means of enhancing the Community Trust and Football Club's brand and impact

### **FINANCIAL PLANNING, HUMAN RESOURCES AND MANAGEMENT**

- Coach and mentor staff to develop performance, nurture talent and ensure succession planning
- Oversee an effective performance management process to include monitoring the performance of staff on an ongoing basis and incorporate an annual performance review
- Oversee the preparation of the annual budget
- Be accountable for the overall financial management and sustainability of the Community Trust
- Lead on embedding a values' led culture of quality and continuous improvement

### **IMPACT**

- Embed effective impact and insight procedures and structures which ensure programmes are making a difference to the local community and to our delivery partners
- Provide timely impact and process reports to the Board and associated partners
- Review and accurately analyse how and when income is being used and report on the impact and outcomes accordingly
- Ensure the annual report and supporting evidence demonstrates the full impact of the Community Trust's work

**PERSON SPECIFICATION**

| <b>Skill, experience, or quality</b>   | <b>Essential or desirable</b> | <b>How tested</b>         |
|--|-------------------------------|---------------------------|
| Extensive experience of developing the way an organisation works   | Essential                     | Application and interview |
| Evidenced commercial acumen with a track record of developing diverse income streams   | Essential                     | Application and interview |
| An understanding of how charitable organisations, ideally in the sporting sector, contribute towards the regeneration of communities                           | Essential                     | Application and interview |
| Experience in senior leadership, with strategic responsibility for at least one high-value partnership   | Essential                     | Application and interview |
| A passionate commitment towards improving the lives of local people  | Essential                     | Interview                 |
| Financial acumen, including an awareness of operational budgeting and strategic finance systems  | Essential                     | Interview                 |
| Experience in leading diverse teams, shaping and influencing culture and driving core values, with an ability to inspire, empower and get the best from people | Essential                     | Application and interview |
| Experience in excellent communication (internal and external), including resolving conflict and building relationships   | Essential                     | Interview                 |
| Work to high professional standards with ethics and integrity  | Essential                     | Application and interview |
| The experience and knowledge to oversee Safeguarding and EDI, ensuring best practice is embedded across an organisation  | Essential                     | Application and interview |

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| Resilient, with the ability to handle adversity and challenge positively, effectively, and sensitively             | Essential | Interview                 |
| Able to foster a positive, values driven culture, where staff at all levels are supported and empowered to succeed | Essential | Interview                 |
| Self-motivated and able to act on own initiative   | Essential | Interview                 |
| Experience of charity governance and senior level charity management   | Desirable | Application               |
| Experience in a football environment   | Desirable | Application and interview |
| Experience as a Director / CEO   | Desirable | Application               |
| An understanding of the Luton, Bedfordshire, and North Herts operating environment                                 | Desirable | Interview task            |

### **SAFEGUARDING STATEMENT**

The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people, or vulnerable adults, have been subject to the most stringent of recruitment practices which include DBS and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

### **EQUALITY STATEMENT**

Community Trust is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

LTFC Community Trust is also committed to the safeguarding of vulnerable groups.