

Job Title: Operations Manager

Location: Farnborough FC Community Hub

Reports to: Board of Trustees

Salary: TBC

Contract: Part-time – Anticipated to be 16-20 hours per week

About Farnborough FC Community Trust (FFCCT)

FFCCT is an independent charity that harnesses the power of football to create positive, lasting change in the lives of individuals and communities. Through innovative and inclusive community programmes, we aim to improve physical and mental wellbeing, social inclusion, and future opportunities for those who need our support most.

Role Purpose

The Operations Manager will oversee the strategic and operational development of FFCCT on behalf of the Trustees, ensuring the delivery of high-quality programmes and partnerships that align with our mission. This role requires an inspirational leader with experience in the charity, education or community sectors, capable of driving growth, managing grants, engaging stakeholders, and reporting effectively to the Trustees.

Key Responsibilities

- Provide dynamic leadership to the organisation, driving the strategic vision and operational delivery of all community based non-football FFCCT programmes.
- Manage and support the community staff team, embedding a high-performance culture and providing clear direction, support, and development.
- Ensure all programmes are aligned to the charity's core objectives and community needs, demonstrating innovation and impact.
- Maintain and grow strong partnerships with local stakeholders, delivery partners, funding bodies, and community organisations.
- Oversee the charity's financial health in respect of managing the non-football related grant expenditure, which will include funding for this role, and ensuring accurate financial reporting on a regular basis of each grant expenditure versus approved underlying budgets to the trustees.

- Lead on all non-football grant and funding compliance requirements, including outcome tracking, impact reporting, and timely submission of reports to funders and the Board of Trustees.
 - Identify and secure new income streams, including grants, sponsorships and fundraising opportunities in all areas in collaboration with the Trustees.
 - Oversee data collection, monitoring, and evaluation systems to ensure the charity meets the requirements of funders (e.g. National League Trust) and demonstrates evidence of impact.
 - Work with the Trustees to ensure strong governance, strategic alignment, and effective risk management.
 - Act as an ambassador for FFCCT, promoting its mission and achievements to wider audiences.
 - Ensure all staff and activities comply with safeguarding, health & safety, equality, and data protection regulations.
 - Carry out any additional duties as reasonably required by the Board of Trustees.
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Key Performance Indicators (KPIs)

- Successful delivery of programmes that demonstrate measurable impact.
 - Diversified and sustainable funding portfolio.
 - Effective management of grants and financial accountability.
 - High staff engagement and retention.
 - Strategic partnerships established and maintained.
 - Timely and high-quality reporting to funders as needed and Trustees.
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Person Specification

Qualifications

Essential:

- Relevant professional or academic qualifications OR minimum 5 years' experience in a similar charity/community leadership role.

Desirable:

- Institute of Leadership and Management (ILM) qualification.

- Qualification in Youth Work, Health & Social Care, or related field.

Experience

Essential:

- Proven success in a senior leadership role within a charity, social enterprise, or community-focused organisation.
 - Experience of designing, delivering and scaling high-impact community programmes.
 - Strong experience in financial management, grant monitoring, and reporting.
 - Demonstrated ability to lead, inspire and manage high-performing teams.
 - Excellent understanding of the charity and/or education sectors and associated funding landscape.
 - Strong project management and organisational skills.
 - Successful experience in stakeholder engagement and partnership working.
 - Proven track record of developing inclusive programmes targeting hard-to-reach groups.
 - Excellent written and verbal communication skills.
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Other Requirements

- Demonstrable commitment to safeguarding and inclusion.
 - Willingness to undergo enhanced DBS checks and safeguarding training.
 - Understanding of, and commitment to, equality and diversity in the workplace.
 - Flexibility to work evenings/weekends as required by programme delivery.
 - Ability to act with integrity and represent FFCCT with professionalism and empathy.
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FFCCT is committed to:

- **Safeguarding:** Promoting the safety and well-being of all individuals involved in our programmes.

- **Equality and Diversity:** Providing a fair and inclusive workplace that reflects and respects the communities we serve.