



**SPARTANS
COMMUNITY
FOUNDATION**

Here for good.



For the appointment of Business Manager

www.spartanscf.com



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Introduction From Our CEO

Thank you so much for taking the time to find out more about the Spartans Community Foundation. I am exceptionally proud to of been a part of the Foundation since 2009.

Our purpose is to transform individual lives and our local community by providing people with a social village, where they feel safe, supported and listened to. It's an inspiring purpose and behind that purpose is a wonderful team. The Foundation is the heart of Spartans Football Club, an independent charity who operates a social business at Ainslie Park Stadium to reinvest all profits back into our social impact programmes and North Edinburgh. We do this via partnership working - being part of a team is really important to us.

Together we have ambitious plans and with the support of multiple funding partners, and operating a successful and sustainable business, we plan to increase our social impact by 15% annually and will continue to invest and be innovative around our four key thematic areas - Youth Work, Education, Community Engagement and Physical Health & Wellbeing.

We have a great deal to achieve, but why and how we do it matters too. We are striving to be an inclusive and diverse organisation that understands and makes a positive impact to North Edinburgh. Becoming part of the Spartans Community Foundation team will give you the chance to change lives and be "Here For Good".

I hope you take the time to apply.

Debbi McCulloch, Chief Executive Officer





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About Us

We aspire to be a valued organisation that helps to improve the quality of people's lives in a meaningful way, with love, compassion and dignity at the heart of our approach. We are "here for good".

Spartans Community Foundation was established in 2006 and is the charitable arm of the Spartans Football Club. We operate as a social enterprise and charity. We reinvest profits from our facility rental, community coaching and hospitality services back into the business in order to support and deliver impact in our community. When you buy coaching sessions for your kids, rent our facilities or simply have a cup of coffee in our café, you are helping us support others in North Edinburgh.

Edinburgh is generally regarded as an affluent city, however, there are some concentrated areas of multiple deprivation on par with the most deprived areas in Scotland. Some of these areas are here in our local community, where life can be a struggle for many.

It is our mission to support the lives of children, young people and families in North Edinburgh. We do this by harnessing the power of people and sport to build and deliver innovative education, health and wellbeing and youth work programmes that deliver meaningful and positive impact for our community. We are welcoming and inclusive social home for people of all ages and backgrounds living in North Edinburgh.





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Our programmes in North Edinburgh

Youth Work

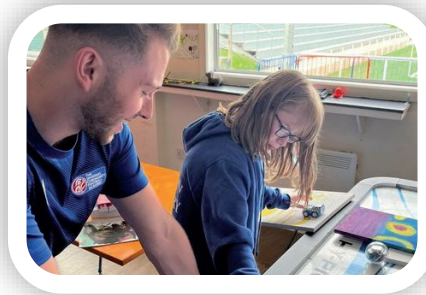
Clubs, holiday activities, residential and school support all delivered by our youth work team.



[Find Out More](#)

Education

We support young people from nursery all the way to positive destinations when they leave school



[Find Out More](#)

Community Health & Wellbeing

We deliver a range free and low cost physical and social activities



[Find Out More](#)

Our values

Integrity

We are open, honest, reliable and stay true to our social aims and objectives.

Respect for All

We respect each other and everyone we deal with at all times.

Customer Excellence

We aim to deliver services and products which make our customers smile and want to tell their friends about us.

Honour Uniqueness

We embrace the fact that we are different and have different maps of the world.

Innovation

We adopt a 'can do' mindset which actively looks for creative solutions to any opportunities and challenges we face.

Inclusion

We welcome and open our doors to everyone in our community and beyond.

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Our Purpose

- ◆ To help improve the lives of children, young people and families living in North Edinburgh (“Here for Good”).

We will do this through:

- ◆ our team and facilities providing a welcoming and inclusive “social home” for our sustainable social enterprise
- ◆ building and delivering innovative youth work, education and health and well being opportunities with schools, community groups and partners
- ◆ cultivating a can-do mindset, encouraging people we help, support and work with to “Dream Big, Dream Fierce”.





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Our Strategic Objectives

- ◆ to run a sustainable, innovative business to deliver our social objectives and provide a social home for the local North Edinburgh community
- ◆ to make a meaningful and relevant social impact on North Edinburgh
- ◆ to broaden and deepen our social impact through innovation while taking opportunities to upscale and out-scale, enabling us to do more

To run a sustainable, innovative business to deliver our social objectives and provide a social home for the North Edinburgh community.

How will it be achieved?

- Through the successful delivery of our social objectives
- Delivering best in class programs
- Working with community partners to identify and meet areas of need
- Invest in physical & team capacity to increase our reach and social impact
- Increasing participation levels across different thematic areas and demographics being inclusive and diverse
- Supporting the health and well-being of our young people
- Identifying and working with like-minded funders, ideally over a long period of time

How will it be measured?

- Use of various evaluation tools and techniques, some programme specific
- Number/quality of partnerships with other local community groups
- Social return on investment
- Number of personal development achievements e.g. Saltire Awards.
- Participation numbers which reflect the local demographics
- Number of referrals from Head Teachers, Social Work etc
- Feedback from key local stakeholders
- Levels of grant income secured

To make a meaningful and relevant social impact on North Edinburgh

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To broaden and deepen our social impact while taking opportunities to opportunities to upscale and out-scale enabling us to do more

How will it be achieved?

- Identifying and understanding the historical, deep-rooted and emerging community needs
- Ensuring we tap into local people lived experiences
- Researching global best practice while also sharing our IP (out-scaling) and learning
- Developing innovative solutions to social issues and problems
- By working with innovative and culturally compatible partners
- Recruiting outstanding team members aligned to our values and growth ambitions

How will it be measured?

- Programme growth in terms of number of key partners and participants
- Number of new initiatives/ programmes developed and delivered
- Number of benchmarking research and fact-finding visits undertaken and hosted
- Research of our work undertaken by Academia
- Staffing levels and team strength across each of our thematic areas
- Capturing ongoing feedback including testimonial support for grant funding applications





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The Opportunity

The Business Manager will work with the CEO and members of the Senior Management Team to identify and develop new operational business opportunities, oversee human resource (HR) practices, processes and support the Foundation to develop and manage our financial goals.

The key activities and skills for each are below:

Strategic Leadership

- Resource and performance line management of our Operations & Hospitality Departments, managing expenditure budgets, financial plans, annual targets, and day-to-day operations. This includes annual performance reviews for c9 members of staff.
- Implement efficient systems to enable us to optimise our operational productivity.
- Set and agree Business Plan for operational and hospitality income, and manage on an ongoing basis.
- The overall management of all aspects of HR including the recruitment, onboarding, payroll guidance and training of new and existing staff to ensure we have the right people in the right roles.
- Contribute to the strategic decision-making process regarding current and future aspirations for the Foundation.
- Report quarterly to the Board of Trustees via a detailed operational management report.
- Support and work with colleagues at all levels building professional relationships, providing direction, coaching and guidance as required.

Wider & General Objectives:

- Build, nurture, and maintain healthy working relationships with key customers and stakeholders in the community, e.g. partners, hirers, football club, suppliers.
- Support Team Leaders with capability and performance issues, helping to raise managers competence levels in dealing with employee relations issues (sickness, disciplinary, grievances, concerns during probationary periods, etc.).
- Take decisions on equipment and materials purchases, also service level agreement contracts with suppliers, within agreed limits of authorisation with CEO.
- Ensure customer complaints are handled as per SCF Complaints Policy and implement changes to existing procedures if required to improve customer service.





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What are we looking for?

Qualifications & Experience

- BSc/BA in Business or relevant field.
- Proven line management experience (+3 years) as Business Manager or relevant role.
- Experience of financial management.
- Specialist change management or organisational development experience of delivering key change initiatives in a business aligned role.
- High level of interpersonal, strategic, and technical skills and the credibility to support the delivery of business development and change.
- Experience of working within a senior management environment as an expert providing pragmatic and expert advice, guidance, and practical solutions.
- Knowledge of HR processes.
- Track record of delivery of business results and a willingness to be hands on.

Skills & Personal Qualities

- Passionate about customer service excellence with an ability to articulate previous achievements through business deliverables.
- Excellent verbal and written communication skills and the ability to negotiate and influence effectively with all levels of an organisation.
- Excellent organisational skills with the ability to take responsibility for managing own workload and handle multiple competing priorities.
- A can-do attitude, proactively responsive to change and flexible approach with ability to adapt to changing priorities, including a willingness to travel and work occasional evenings and weekends where necessary.
- Excellent IT skills, including Microsoft Office and willingness and an ability to learn new IT/web programmes.
- Ability to understand, from the strategic and tactical perspective, the way in which behaviour, relationships, and communication impact across the Foundation.
- Ability to establish professional credibility quickly with colleagues and to interact effectively with staff at all levels and across all departments.
- Values aligned with the Foundation, including a clear inner core of purpose-driven leadership.
- Problem-solving aptitude.



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Equality, Diversity and Inclusion

We genuinely believe that by having a diverse workforce, we will be more productive, make better decisions and gain a better understanding of the community we serve.

At the Foundation we want inclusion to be an everyday reality. For this to be the case, we need all our teammates to play their part in bringing our commitments and values to life. We are looking for applicants who share our passion for inclusion and who will support our aim to transform lives.

We are looking for people with passion, grit, and integrity. You're encouraged to apply even if your experience doesn't precisely match the job specification. Your skills and passion will stand out, and set you apart, especially if your career has taken some extraordinary twists and turns. We welcome diverse perspectives and people who think rigorously and aren't afraid to challenge assumptions.

Each new Foundation employee is an opportunity for us to bring in a different perspective, and we are always eager to further diversify our organisation. We are committed to building an inclusive, supportive place for you to do the best and most rewarding work of your career.

We believe in supporting the members of our team to achieve their full potential and offer:

- 30 days annual leave per year plus Boxing Day, Christmas Day and New Years Day.
- Flexible working hours.
- Health Assured Employee Assistance Programme.
- Free access for employees' children to Football Development Department holiday and football programmes.
- Staff uniform (Macron Kit Allowance).
- On-site parking.
- Company pension scheme.
- Training and Development opportunities.

We appreciate the importance of good mental health and wellbeing amongst our team and strive to provide a working environment which supports people to achieve this.



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How to apply

To apply, please send us a covering letter outlining why you believe you are suitable for the role and why you would like to be considered along with an up-to-date CV. Please note, applications without a covering letter will not be progressed.

All applications should be sent via e-mail to info@spartanscf.com by the closing date of 5pm on Monday 16th of September 2024. The Foundation is an Equal Opportunities Employer, with all offers subject to references and an enhanced DBS check.

For further information, or a confidential discussion, please contact our Chief Executive Officer Debbi McCulloch on 0131 552 7854 or alternatively by e-mail at debbimcculloch@spartanscf.com

Salary: £30,000 to £35,000 (37.5 hours p/w) plus discretionary annual bonus.





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