

## **Job Description: Operations Manager Reporting to: Board of Trustees**

Location: The Stadium, Davie Park, Rattray, Blairgowrie, PH10 7BS

Salary: £30,000 - £35,000, dependent on qualifications and experience

### **Job Description**

To lead the day-to-day operations of BRCFT, ensuring the effective and sustainable delivery of football, education, and community programmes across all age groups and genders, in line with local, regional and national levels The Operations Manager will oversee a new purpose-built facility with a 3G pitch and indoor spaces (including the Thomson Suite), manage staff and volunteers, and drive operational and commercial excellence in line with the club's strategic goals.

### **Responsibilities and Tasks:**

- KPIs and monitoring progress towards these.
- Work closely with the Trust on governance matters, ensuring that all activity is conducted in to the highest standards.
  - Communicate effectively with all relevant stakeholders involved in the local area
  - Promote education and development initiatives including attracting new volunteers.
  - Promote, co-ordinate and support additional Scottish FA Coach Education Courses.
  - Manage the recruitment, training, support and development of coaches and volunteer staff
  - Evaluate and monitor activities and projects using performance indicators
  - Maintain records and produce written reports

### **Key Responsibilities**

- (1) Operational Leadership
- (2) Facility Management
- (3) Business Development & Community engagement
- (4) People and Volunteer Management
- (5) Financial & Administrative Oversight

FULL AND COMPREHENSIVE DETAILS OF THE POINTS ABOVE CAN BE REQUESTED BY CONTACTING [chair@brcft.org.uk](mailto:chair@brcft.org.uk)

**Key Performance Indicators (KPIs) : Facility Usage, Operational Effectiveness, Commercial & Community Growth, People Management**

## Person Specification

### Strategic Goals Alignment

- Contribute to long-term infrastructure planning, including future facility upgrades and service expansion.
- Work collaboratively with leadership to measure and report on social impact, participant outcomes, and local engagement.
- Develop income-generating initiatives (facility hire, partnerships, programs) that align with the club's charitable mission and values.
- Ensure facilities are utilized as hubs for both sport and non-sport community activity, fostering inclusion, education, and wellbeing.

Support the club's 3-year strategic plan focused on increasing community impact, financial sustainability, and participation across all age groups and genders. The above principal duties and responsibilities do not include or define all tasks which may be required to be undertaken by you. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility held.

- An ideal candidate will be passionate and committed to developing Blairgowrie & Rattray Community Football Trust as a force for good in East Perthshire and have an understanding of the structure of corporate social responsibility at a local, regional, national and international level. They will be motivated to work individually and within a team, be willing to work flexible hours, and be able to plan, set, achieve and monitor objectives to meet deadlines. They will also have a creative and innovative approach to solving problems. The successful applicant must hold a full driving license and have access to a vehicle with full MOT and insurance in place

**Job Title:** Operations Manager#  
**Reporting to:** Board of Trustees  
**Working Hours:** 37 Hours per week  
**Salary:** £30,000 - £35,000 per annum depending on qualifications and experience  
**Contributory Pension Scheme**  
**Closing Date:** Thursday 11<sup>th</sup> September 2025  
**Interview Date:** Thursday 18th September 2025

**How to Apply** Email CV and a Covering letter by 11<sup>th</sup> September, to [chair@brcft.org.uk](mailto:chair@brcft.org.uk)

Please note all covering letters should be tailored to the role, detailing specific areas of note that ensure we fully understand the relevance of your application. Please include the job title in email subject.

**Checks for preferred candidate only** Offers of employment will only be made once satisfactory reference checks and PVG processes have been conducted. In your CV, you are required to provide details of two referees who can provide information about you which is relevant to your application. One of the referees must be your current or most recent employer. Please note, we will only contact the noted referees if you are successful in our interview.

Experience/Qualifications/Training	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Applicants must have experience in operations management</li> <li>• Experience of line managing personnel</li> <li>• Management of coaching programmes and achieving related targets</li> <li>• Able to demonstrate a commitment to, and enthusiasm for, working with a wide variety of groups and individuals</li> <li>• An approachable and receptive supervisory style</li> <li>• Excellent communication skills, both verbal and written in a professional environment</li> <li>• Self-motivated, with ability to manage own workload</li> <li>• Proven ability to work autonomously to meet targets and deadlines</li> <li>• Proven ability to work effectively as part of a team</li> <li>• Computer literate, in particular Word, Excel and PowerPoint and an ability to be administratively self-sufficient</li> <li>• Excellent people skills</li> <li>• Commitment to performance, accountability and strong ethics of fairness and equality</li> <li>• Strong interpersonal skills and mediating ability</li> <li>• Personality, conduct and credibility that engages and commands confidence and respect whilst representing the Club</li> </ul>	<ul style="list-style-type: none"> <li>• In possession of a Scottish FA coaching level 1.3 Youth/Adult Coaching Award</li> <li>• Experience of working at a high level at a Football club</li> <li>• Proven track record of supervisory / management responsibilities.</li> <li>• Experience in implementing multi-agency strategies and managing partnerships.</li> <li>• Experience of business management.</li> <li>• Knowledge of H&amp;S, Safeguarding &amp; Risk assessments.</li> </ul>