



ARGYLE COMMUNITY TRUST
Home Park, Plymouth, PL2 3DQ

Argyle Community Trust

Plymouth Argyle Women's FC General Manager

Location: Plymouth

Job Description

Hours: 40 hours per week (This role will involve evening and weekend work)
Salary: £25,895 - £30,000 plus benefits
Contract: Permanent, full time
Reports to: Head of Operations and Plymouth Argyle FC Club Secretary
Area: Plymouth Argyle FC, Home Park/remote (hybrid working)
Start Date: As soon as available

Closing date for applications: Friday 12th August, 12.00pm

An exciting new opportunity is now available for a passionate individual who would embrace the opportunity to help shape the future of female football within Devon and Cornwall.

Argyle Community Trust are seeking applications for the role of Women's General Manager. The postholder will manage all aspects of Plymouth Argyle Women's Football Club, including its personnel, budgets, and day-to-day operations. The General Manager's primary role will be to build and develop an infrastructure capable of sustaining the Women's Football Club whilst also managing relationships and services provided to the Women's Club by key partners.

Argyle Community Trust is a sport for change charity and has a role in providing opportunities for all. This includes our passion to provide equal opportunities and provide pathways for people within our community. Over the past five years the charity and Plymouth Argyle FC have made significant inroads to providing a pathway for females to become involved within football - from first point of contact to representing Plymouth Argyle Women's FC.

Argyle Community Trust is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6>





In your covering letter you should draw on relevant aspects of your experience, including paid employment and voluntary work or training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification. If you would like further information or wish to discuss the post please contact Actrecruitment@pafc.co.uk

For further information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>

Role Summary:

Main Duties and Responsibilities

- To be the FA's primary contact for all league business and to attend all FAWNL meetings.
- Work with the Board to develop and deliver a strategy and vision for women's football under the umbrella of Argyle Community Trust and Plymouth Argyle FC.
- Production and implementation of the Plymouth Argyle Women's FC Development Plan.
- Monitor and report against Plymouth Argyle Women's FC Development Plan.
- Ensure Plymouth Argyle Women's FC meets all licensing requirements and any external audits.
- Increase the club's exposure whilst ensuring its reputation is maintained to exemplary standards.
- Ensure that Plymouth Argyle Women's FC operates with best practice in safeguarding, including to standards set by the Football Association and other regulators (with support from the Designated Safeguarding Officer and Welfare Officer)
- Oversee production of annual club budgets ensuring income targets are achieved and expenditure budgets are managed to agreed levels.
- Work with commercial partners to increase revenue and build professional partnerships that enhance the Plymouth Argyle Women's FC reputation.
- Drive attendances for women's games and increase matchday revenue for the Women's club.
- Increase presence and standing of the Women's club.
- Oversee planning and delivery of all match day administration, communications, and operations for the First Team and Development team for both home and away matches.
- Accompany the squad to away matches and represent Plymouth Argyle Women's FC as required.
- Develop relationships with key funding partners to ensure sustainability across the Women's Club, in particular the relationships with Plymouth Argyle FC, Argyle Community Trust and existing partners.
- Represent Plymouth Argyle Women's FC in a positive manner, sometimes acting as a spokesperson in the media in line with our group communications policy.
- Line management of all women's and girls staff and volunteers – including those working in the first team, under 23 team, college team, advanced development and community programmes.
- Support the coaching/senior management team on student and player recruitment, contracting, registration and operations.
- Responsible for establishing and overseeing a clear pathway for female footballers through the Trust's development programme.





PERSON SPECIFICATION

Essential Experience, Skills & Qualifications

- Demonstrated management experience, preferably in a sporting context
- Commercial acumen
- Proven business development and/or sport development experience
- Experienced leader, able to work on own initiative as required
- Open to travel and working evenings and weekends
- Capable of working effectively within a fast paced environment and meeting strict deadlines
- Experienced budget holder with the ability to develop and monitor budgets
- Confident communicator to a diverse audience
- Experience and writing and delivering business plans and reports to the club's board.
- Experience of writing and obtaining successful funding bids and managing funding income to ensure maximum return.

Desirable Experience:

- An interest in women's football and enthusiastic about developing women's football

Key Competencies

- Ability to build a team and work as part of a team
- Planning and organising
- Attention to detail and compliance with policies and procedures
- Educate players and staff as well as instruct
- Communication with a variety of stakeholders
- Discreet and tactful when dealing with personal and confidential information
- Emotional intelligence
- Motivating others
- Remain calm under pressure
- Able to adapt quickly and effectively in challenging situations

Important information

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.

