

# JOB DESCRIPTION

## Job title – Head of Foundation

Reporting to Board of Trustees. Weekly management: CEO of the club

Bradford Bulls Foundation (BBF) is a Charitable Company Limited by Guarantee

Hours: full time (37.5hrs)

Location: Bradford Bulls Foundation Office, or locations required for the role

Remuneration: £35k-£39k dependant on experience



## Aims

Work alongside the charity's Trustees, the club, and community partners to lead, develop and achieve the strategic aims, purpose and objectives of the charity as set by the board of the Foundation.

## Main purpose of role

Manage the growth of BBF to make a positive contribution in the community of Bradford and beyond by leading and managing the delivery of the strategic plan to outwork the strategic objectives identified by the board by:

- Leading the delivery of the strategic plan according to the values of the Foundation.
- Managing the achievement of the BBF stated goals and objectives as defined by the board and as far possible in alignment with the community aims of the club.
- Providing leadership and project management for all BBF initiatives including ensuring funding and cost management for growth.
- Managing, developing and nurturing relationships with staff and volunteers.
- Maintaining and growing relationships with Bradford Bulls and key stakeholders.

## Duties and Responsibilities

To lead and manage the charity on a day-to-day basis by:

- Working in partnership and, as far as possible in alignment with, the club and key stakeholders to identify, plan and deliver initiatives, projects and programmes that meet BBF strategic objectives.
- Deliver a healthy pipeline of funding for the charity to enable sustained delivery of BBF strategic objectives by identifying and supporting applications for relevant funding streams.

**Offices:** Odsal Stadium, Bradford, West Yorkshire, England, BD6 1BS.

**Contact details:** T: 0333 3235075 E: [info@bullsfoundation.org](mailto:info@bullsfoundation.org) W: [www.bullsfoundation.org](http://www.bullsfoundation.org)

**Trustees:** Chair – Chris Mason Vice Chair - S Cater, Treasurer – S Readyhough, B Fagborun, S Elphick, T Barnett, N Wood, P Sharp

**Registered:** Charity No: 1106608 Company No: 05056480



- Work with the BBF Treasurer to ensure day to day financial systems and processes are in place to manage budgets and pipeline sources of income.
- Manage the progress and delivery through appropriate systems of all programmes, projects and initiatives.
- Maintain the operations of the BBF including appropriate policies and procedures.
- Provide regular communication and reports to the Trustees, and key partners regarding the progress of projects and the delivery of the strategic objectives.
- Raise the profile of the charity through digital and other media and networking with strategic partners.



### **Experience, Qualifications & Training**

- Educated to degree standard or equivalent.
- Driving License.
- Leadership or Management Qualification.
- Experience Managing, developing and implementing strategic plans.
- Delivering projects and programmes which encourage participation in sport, in a community setting, clubs, schools, colleges and universities.
- Successful at leading teams to deliver community-based projects and teams in a sports development context.
- Applying and reporting for third sector funded projects.
- Managing staff and implementation of HR policies and procedures.
- Managing a budget.
- Securing commercial partnerships, grants and sponsorships for community sports and associated activities such as heritage and the arts.
- Marketing initiatives.

### **Skills, knowledge and abilities**

- Ability to project plan, build consensus and communicate clear roles and responsibilities.
- Ability to structure, develop and write successful bids and funding reports to meet the needs of partners expectations.
- Ability to build and maintain relationships.
- Ability to deliver agreed outcomes, measure and report on progress, celebrate success and proactively turnaround setbacks.
- Ability to develop a positive work ethic and practice to achieve outcomes.
- Interpersonal Skills.
- A positive attitude, friendly and outgoing personality with the ability to enthuse others.
- Excellent communicate skills.
- Ability to influence and persuade others.
- Excellent presentation and written skills.
- Highly motivated to work independently.

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