



Job Description / Specification

Job Title	Community Operations Manager
Reports to	Chief Executive Officer (CEO) and Board of Trustees
Main Responsibilities	Line Manage Heads of Departments and have responsibility for the overall operations of the Community Trust and support the CEO in developing organisational strategy
Location	Based at The Memorial Stadium and with travel to various other locations in Bristol and South Gloucestershire
Hours of Work	37.5 hrs per week which requires flexibility to work some evenings and weekends as required
Contract	Full time with 30 days annual leave plus all nationally recognised bank holidays Starting ASAP
Job Purpose	To enhance the impact the charity has on the local community
Salary	£32,000-37,000 per annum dependent on qualifications and experience
Application Process	If you wish to apply for the role and can demonstrate that you have the necessary skills and experience outlined below, please send your CV and covering letter to our CEO Adam Tutton via: careers@bristolroverscommunity.org.uk
Closing Date for Applications	Sunday 17 th August 2025
Interview Process	Interviews to be held week commencing 25 th August 2025.

About Us:

Bristol Rovers Community Trust is a dynamic, progressive, award-winning charity which works with a wide spectrum of the community. We offer education, health, inclusion and sports participation projects giving people the opportunity of enhancing and improving their life choices. We aim to engage and inspire people of all ages as well as unite the communities in which they live.

Job Summary:

Working under the Trust's CEO, the successful candidate will be responsible for the efficient operations and strategic development of the organisation.

This will include the following areas:

1. Community Engagement & Relationship Building

The Memorial Stadium, Filton Avenue, Horfield, Bristol, BS7 0BF
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www.bristolroverscommunity.org.uk





- Build strong relationships with local schools, charities, grassroots clubs, council, funders, key stakeholders and other community organisations.
- Act as a liaison between the football club and the local community.
- Promote inclusion and diversity through outreach to underrepresented groups.

2. Programme Development & Delivery

- Have responsibility for funding applications, overall project design, delivery, and evaluation of all community programs within each department including, but not limited to:
 - Education: BTEC, degree and other education programmes
 - Health: Mental health, physical health, walking football, and EFL Joy of Moving
 - Inclusion: Premier League Kicks, Para Talent and Extra Time.
 - Sports Participation: Holiday camps, match day packages, Premier League Primary Stars

3. Staff and Volunteer Management

- Recruit, train, and manage staff employees and volunteers who represent the Trust.
- Provide leadership and mentoring for delivery coaches, project workers, media team, fundraising, tutors and match day staff.

4. Monitoring, Evaluation, and Reporting

- Track the impact of community programs using required and appropriate metrics and key performance indicators.
- Prepare reports for stakeholders, funders (e.g., EFL in the Community Premier League Charitable Fund, local council), and Bristol Rovers Community Trust Board of Trustees.
- Ensure compliance and governance with safeguarding, health and safety, and data protection policies.

5. Marketing & Promotion

- Raise awareness of the Trust's work through managing the organisations media output across various different platforms e.g. web site, newsletters, social media, and local media outlets.
- Represent the Trust at community events, matchdays, and public forums.

6. Fundraising & Grant Management

- Identify and apply for grants and funding opportunities.
- Build partnerships with sponsors, local businesses, and charitable foundations.

7. Club Integration

- Work closely with all the football club departments; including first team players and staff; media and marketing; facilities and catering; and Youth Academy to ensure consistent messaging and alignment between the Community Trust and Bristol Rovers FC.

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- Manage the efficient coordination of player appearances and community involvement on behalf of the club.

This isn't a 9:00am-5:00pm job, so commitment, passion and a love of knowing that you will be making a difference is going to be vital to your success within this role.

BRCT is an inclusive employer and welcome applications from a diverse cross section of our community.

How to Apply:

If you wish to apply for the role and can demonstrate that you have the necessary skills and experience outlined below, please send your CV and full covering letter to our CEO, Adam Tutton, via careers@bristolroverscommunity.org.uk

Essential Skills and Experience:

- Experience in community development, sport for development, or youth engagement
- Project management skills – able to plan, execute, and evaluate initiatives
- Experience of developing organisational strategy within the sporting or charity sector
- Safeguarding knowledge and relevant training (e.g. Level 1 or 2 in Safeguarding)
- Strong interpersonal and communication skills – for engaging with diverse community groups
- Experience in partnership working with schools, councils, charities, or other stakeholders
- Leadership and staff supervision experience – managing coaches, volunteers, or delivery staff
- Monitoring & evaluation skills – ability to track KPIs and write impact reports
- Budget management experience
- Good IT skills, including Microsoft Office and database software
- Clean enhanced DBS check (Disclosure and Barring Service)
- Full UK driving licence and access to a vehicle (especially for outreach work)

Desirable Qualities:

Additional Experience

- Experience working in a football foundation or club trust
- Knowledge of EFL Trust or Premier League community programs including Capability Code of Practice
- Recognised sports coaching qualifications
- Experience with disability sport, mental health projects, or inclusion initiatives
- Familiarity with grant funding processes (e.g., Sport England, National Lottery)
- Event planning or matchday coordination experience

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- Relevant degree or diploma (e.g., in Sport Development, Education, Social Work, Community Engagement)
- First Aid qualification

Personal Qualities:

- Passion for football and its social impact
- Cultural sensitivity and experience working with diverse populations
- Proactive and self-motivated
- Adaptable and able to respond to changing community needs
- A genuine commitment to equality, diversity, and inclusion

This post is subject to our 'Safer Recruitment Process' including an enhanced DBS check, validation of references & completion of a probationary period.

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