

## **DEPUTY HEAD OF FOUNDATION**

Middlesbrough Football Club Foundation (MFCF) is the independent charity of Middlesbrough Football Club (MFC), established in 1996 by club Chairperson Steve Gibson. The Foundation's mission uses the power of the MFC to deliver bespoke programmes providing opportunities to raise aspirations and improve the life chances of people across our local community. Our mission is underpinned by our core values of quality of service, continuous improvement, communication, team work and inclusion.

Middlesbrough FC Foundation is looking for an inspirational leader and manager to join as the Deputy Head of Foundation. The successful candidate will be an integral member of the Senior Management Team, ensuring that we are fulfilling our charitable objectives through the delivery of high quality, impactful programmes and excellent charity governance.

### **THE ROLE**

The main purpose of the role is to support the Head of Foundation with the effective day-to-day leadership of the Foundation operations as well as supporting the strategic and operational leadership of the Foundation. The role is ideal for someone with senior management experience, with a background in either the sports or charity sector, but not essential. The successful candidate will be a supportive and motivational leader and manager who can implement and lead on change and play a key part in ensuring the delivery of our new strategic and capital plans.

The main responsibilities of the role include:

- Managing the Operations Team including delivering towards the strategy, staff performance management, and budget and target management.
- Supporting the Head of Foundation to develop and implement the Foundation strategy.
- Supporting the Head of Foundation with senior stakeholder relationships, internally with the Board of Trustees and Committees and externally with relevant local and national stakeholders.
- Managing the Safeguarding Officer in partnership with the Club Head of Safeguarding.
- Working with the Head of Foundation to deliver Capability Code of Practice, ensuring it is embedded across all Foundation operations and strategy.
- Ensuring that all relevant contracts and funding grants achieve the required targets, outcomes and reporting to meet obligations in service level agreements.
- Engaging with the vision, mission and core values of the Foundation.

### **THE CANDIDATE**

Our ideal candidate will have experience of working within the sports and/or charity sector, but not essential. They must:

- Have Senior Management experience including extensive line management skills.
- Have governance knowledge which can be applied to the charity and sports sector.
- Have experience of managing multiple programmes including staff, budgets and delivery, simultaneously.
- Demonstrate a creative, can-do and solution-orientated approach to work, with the ability to solve problems and identify mutually beneficial partnership opportunities.
- Demonstrate an excellent knowledge and understanding of safeguarding.

- Display good time management and the ability to meet deadlines.
- Understand the importance of confidentiality and the requirement to share sensitive information only with those who need it.
- Possess excellent written and verbal communication skills.

This post falls within the scope of 'regulated activity' and is exempt from the Rehabilitation of Offenders Act (1974). Successful applicants will be required to undertake a Disclosure & Barring Service (formerly CRB) check and are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders (Exemptions) Act 1975.

Recruiting a new Deputy Head of Foundation is critical which is why we are pleased to have appointed Jim Lord of iWonder Group to help us through the process. We strongly recommend an informal discussion about the role with Jim before you apply and would ask you to contact him via [jim@iwondergroup.com](mailto:jim@iwondergroup.com).

To apply for the role, please supply an up-to-date CV with your preferred contact details and a supporting letter of no more than two pages, which fully addresses the criteria in the job description.

A full job description can be [downloaded here](#)

Applications to be sent via email to: [jim@iwondergroup.com](mailto:jim@iwondergroup.com)

**CLOSING DATE: 5pm Tuesday May 9th 2023**

**INTERVIEWS:** Stage 1 Interviews will take place week commencing 15 May 2023

*MFCF is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.*

*MFCF is also committed to the safeguarding of vulnerable groups.*