



Deputy Head of Foundation

Contract type:	Permanent, Full-time (37.5 hours)
Reports to:	Head of Foundation
Responsible for:	Education and Employability Manager Health and Wellbeing Manager Social Inclusion Manager Safeguarding Officer
Location:	Riverside Stadium, Middlesbrough Herlingshaw Centre, South Bank Loftus Office, Loftus
Working arrangements:	One day working from home may be possible, flexible hours. Occasional evening and weekend work required, including match days.
Salary:	£38,000-40,000
Benefits:	<ul style="list-style-type: none"> • Flexible working arrangements • 25-days holiday per annum plus bank holidays • Health Shield care plan • 20% discount at Middlesbrough FC Retail Shop • Company pension scheme • Cycle to Work scheme • Equipment such as laptop, mobile and branded kit • Free car parking at MFC Foundation sites • Training and development support and offer • Employee of the Month / Core Values Awards

Overview

The Deputy Head of Foundation role will provide effective day-to-day leadership of the Foundation operations which includes all restricted programme delivery and associated staff as well as supporting the Head of Foundation with the strategic and operational leadership of the Foundation. The post holder will be a key part of the Senior Management Team (SMT), providing direction and ensuring that the Foundation progresses towards the strategy and charitable objectives through delivery of high quality, impactful programmes. The role will support the Head of Foundation with the overall senior leadership and growth of the organisation, articulating and upholding the values of the Foundation including new strategy development, management of good governance through the Capability Code of Practice and Board relationship and restricted funding development. This role requires an inspirational person to horizon scan, identify and secure restricted grant opportunities that align with and add value to the Foundation strategy whilst maintaining the existing relationships and programmes currently delivered. Alongside this, they will empower and support the Operations Team to exceed stretching targets across key and sustainable themes of work. As an ambassador for the Foundation the role will foster a positive culture, ensuring staff at all levels across the organisation are inspired and encouraged to succeed and prosper.



Who we are

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.

This is an exciting and unique opportunity to be involved in a growing and passionate team within an award-winning charity, contributing to the development and roll out of the new 2024 strategy aligned with exciting capital developments being undertaken. In this role you will use the influence of sport to deliver positive change in the lives and behaviours of under-represented or vulnerable groups and individuals within the local community. The Deputy Head of Foundation will play a pivotal role in delivering the existing strategic priorities of organisation excellence in building our capacity, people and governance; business development of growing our income, reach and partnerships; demonstrating excellence in our service delivery, promoting our impact and brand; and demonstrating value of the work we deliver.

As a Foundation we are committed to safeguarding, welfare and inclusion. Promoting safeguarding and welfare of participants and staff is everyone's responsibility and staff and volunteers are expected to share this commitment. Alongside MFC, we are committed to an equality, diversity and inclusion as highlighted by our RiversideBySide initiative. MFCF is a place where inclusion is a core value and where everyone can be themselves in an environment where they feel safe and included, including being a Disability Confident Leader. We are working to diversify our workforce, particularly by gender and ethnicity.

The role

- Manage the Operations Team which includes Education and Employability, Health and Wellbeing and Social Inclusion.
- Manage the Safeguarding Officer as a joint role between the Foundation and Club, supporting them to embed safeguarding across the whole Foundation.
- Work with the Head of Foundation and SMT to ensure that staff performance-related objectives are relevant for the individuals and the organisation and are measured, monitored, and fulfilled in relation to the strategy.
- Support the Head of Foundation to ensure the Foundation's strategy and delivery model remains fit for purpose and that appropriate resources are in place.
- Work with the Head of Foundation to deliver Capability Code of Practice, ensuring it is embedded across all Foundation operations and strategy.
- Support the Business Development Manager to produce an annual Impact Report and ensure that the organisation captures the social impact and value of programmes.
- Take a proactive role in supporting and developing the SMT and staff focus group.
- Work with partners, key stakeholders, and external agencies (public, private, and voluntary sector) at a senior level to implement programmes and activities and sitting on external strategic groups that meet the Foundation's strategic objectives, as well as contributing to local priorities.
- Ensure that all relevant contracts and funding grants achieve the required targets, outcomes and reporting to meet obligations in service level agreements.



- Develop and implementing a quality assurance process across the Foundation including supporting the Business Development Manager with the data and impact plan.
- Work with the Head of Foundation to set appropriate team budgets and to oversee and manage these, ensuring budgets are achieved and that programmes are financially viable and sustainable.
- Develop and execute programme operational plans, identifying opportunities and grow restricted funding activity, working with the Head of Foundation to submit relevant grant applications, and tenders/bids for commissioned work.
- Ensure the Foundation’s strategy is progressed and underpins all operations. And promote the vision, mission and core values of MFC Foundation.
- Produce timely and appropriate information and papers for the Board of Trustees and Committees, including leading the Finance and Governance and East Cleveland Committees.
- Demonstrate a strong commitment to inclusive practices, adapting resources and engagements to ensure equal opportunities for all. Promote change and positively challenge discrimination.
- Be committed to applying and promoting data protection across the charity.
- An understanding of health and safety in relation to the role and the charity.
- Work with other projects and teams to contribute to a coordinated approach.

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Significant experience of working at a senior management level • Charitable operational and governance knowledge • Line managing and developing staff • Multiple project and budget management • Experience of monitoring and evaluating projects • Managing a wide range of external stakeholders at a senior level • The ability to work effectively towards KPIs and outcomes 	<ul style="list-style-type: none"> • Experience of reviewing and developing service level agreements and contracts • Experience of club community organisations • Experience of working in the voluntary, community, education and/or sports sector • Knowledge of Capability Code of Practice
Specific skills and knowledge	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • A creative, can-do and solution-orientated approach to work, with the ability to solve problems and identify mutually beneficial partnership opportunities. • Excellent time management skills • Able to work both independently and as part of a team • Excellent attention to detail and risk management • Ability to create a strong team culture 	<ul style="list-style-type: none"> • A good understanding of national and local priorities • Knowledge and understanding of Teesside



Foundation

Additional requirements

- Passionate about making a difference in Teesside using the power of football, sport and MFC
- An excellent knowledge and understanding of safeguarding, including a satisfactory enhanced DBS check
- A commitment to working match days (occasional)

How to apply

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.

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.

Applications to be sent via email to jim@iwondergroup.com

We ask applicants to complete an Equality Monitoring form to enable us to monitor the diversity of our job applicants and assist us in checking that our recruitment methods conform to equal opportunity guidelines. Completing this form is voluntary, and the information will not be used as part of the shortlisting or selection process. Please click on the following link to complete the form <https://forms.office.com/r/wv1AHhuX1v>

Closing date for applications: 5pm Tuesday May 9th 2023

Stage 1 Interview date and location: Week commencing 15 May 2023, Riverside Stadium, Middlesbrough, TS3 6RS

Owing to the high volume of applications expected, if we have not contacted you within two-weeks of the closing date, please assume that you have not been shortlisted for interview.

MFC Foundation 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.

MFC Foundation is also committed to the safeguarding of vulnerable groups