

Vacancy: General Manager
Full time, permanent position



Background:

Oxford City Football Club is community-based football club that welcomes over 80,000 facility users per year. The site comprises two 3G football pitches, six netball courts, and a busy clubhouse, all in use across seven days of the week including evenings. Our men's first team compete in the Vanarama National League, the fifth tier of the English football pyramid, the highest position the club has been at in its 142-year history. The Women's first team go from strength to strength in the Southern Regional Women's Football League, step five of the Women's pyramid. A full-time education academy hosts over 80 students during weekdays. Evenings and weekends bring Men's and Women's First Team fixtures, youth tournaments and grassroots and academy football fixtures. During close season the facility switches to hosting community holiday camps, tournaments, and commercial events.

We are seeking an exceptional General Manager to ensure the club is sustainable, thriving, and successful off the pitch. This is an exciting opportunity to make a positive impact not just to the club, but the local community and wider area.

Reporting to the Directors, the post holder will be responsible for day-to-day operations, co-ordination of the performance of key departments. Promoting the club's purpose and philosophy, this post will play a key role in the execution of the club's ambitious strategic vision.

Key responsibilities:

The overseeing of day-to-day operations, including facilities, community outreach, F & B, matchday, media, events, and business support.

Management of supervisory and management staff across all departments.

Inspiring a strong connection between the club, its fans, facility users, and the wider community.

Leadership of pre- and post-match and event operations.

The supporting of commercial sponsor and partner relationships.

Generating income for the club including hire, events, fundraising, grants, sponsorships, and commercial partnerships.

Ensuring stadium compliance within the National League and other relevant leagues and governing bodies.

Representation within relevant football and sport events and conferences along with maintaining a strong presence at local Oxfordshire business networking opportunities.

Management and liaison of key clients and facility hirers including Oxfordshire Netball, Oxford University, Oxford Brookes University, Oxford United Football Club, Oxford High School, Doverbroecks School and St Clare's International School.

To ensure quality maintenance and development of the facility to ensure it runs safely, smoothly and is at maximum use where applicable.

Knowledge & Experience:

Exceptional communication and interpersonal skills.

A track record of successfully managing a relevant business, in terms of scale, operations and commercial activity.

Proven leadership and management skills.

A strong ability to problem-solve and lead change where processes can be improved on.

Excellent financial management and budgeting knowledge.

Ambition to achieve high standards.

The drive to motivate staff daily and support their development, and growth.

Ability to develop and maintain strong relationships across all key stakeholders.

An interest in football and sport, and the energy and enthusiasm required to play a critical role in executing the club's strategic vision whilst upholding its purpose.

A willingness to work flexibly in line with the operations of a busy football club and community sport facility.

Benefits:

SALARY: £43,000-£46,000

28 days annual leave

Free school holiday childcare (ages 4 to 12) at sister company Ignite Sport UK, Holiday Camps

Friends & Family Season tickets

Good to know:

On-site parking

Annual wellbeing grant

Pension with employer contribution

How to Apply:

Please send a CV with covering introduction including a summary of why you are a perfect candidate for shortlisting. Applications via email to Louise Merritt: l.merritt@ignitesportuk.com

(Closing date for applications: February 20th)

No agencies please.

We uphold a robust recruitment process. Applicants must be eligible to work in the UK and willing to undergo an enhanced DBS check with additional vetting. Applicants will be required to complete safeguarding, First Aid and health and safety training as part of the induction process.

Oxford City Football Club is an Equal Opportunities Employer. We celebrate diversity and are committed to creating and maintaining an inclusive environment for all employees.

Please note – this role is currently held by an interim GM and an immediate handover and start is available.