

## The Trust - Job Advert Community Co-ordinator

Basic Information	
Organisation	Bury FC Community Trust
Location	The Football Centre (Goshen)
Job Title	Community Co-ordinator
Postion	20 hours per week
Salary	£8,000
Duration	Starts April 2019 (1 year fixed term)
Line Manager	Project Manager

Key Responsibilities
<ul style="list-style-type: none"> <li>• To provide creative support for the Trust's services infrastructure.</li> <li>• To ensuring general administrative and clerical support within service.</li> <li>• To promote and develop the Trusts activities a whole.</li> <li>• To develop and improve participant physical ability standards across the Trust session.</li> <li>• To develop support relationship building with key stakeholders.</li> <li>• To assist the all departments in the delivery of key Projects in line with programme criteria.</li> <li>• Increase the profile of the Trust through effective marketing using a range of social media and marketing strategies.</li> <li>• To develop personal work skills set to meet the demand of the industry</li> <li>• To review and maintain a high quality multi sports sessions to meet both the needs of the participants but also current government and trust legislation and key partners</li> <li>• The role will be delivered in an efficient and effective manner, in line with procedures and standards within the Trust.</li> </ul>

How to Apply
<ul style="list-style-type: none"> <li>• To apply please email Community Manager with your current CV and cover letter by Tuesday 19th March 2019 by 12pm.</li> <li>• Community Manager Email - <a href="mailto:sian.godwyn@buryfc.co.uk">sian.godwyn@buryfc.co.uk</a></li> <li>• Interviews will be held Thursday 21st March 2019 and after if required.</li> </ul>



**Thanks  
Sian Godwyn-Outten**

Community Manager  
Safeguarding Manager



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