



Part Time – Media, Fundraising and Sponsorship Manager – Job Description

Job Title:	Part Time – Media, Fundraising and Sponsorship Manager
Reports to:	Club President
Direct Reports:	None
Days/Hours:	30 hours per calendar month with no set hours. Flexibility essential however tasks could easily be worked round existing factors.
Salary:	<p>£250 per calendar month (based on £7.50 per hour & 30 hours per month). Month to month there may be highs and lows in workload to suit sporting seasons therefore this is factored into monthly hours flexibility.</p> <p>The club would also look to put in place an incentive scheme against new and existing income streams being retained and increased.</p>
Overview of Role:	<p>This job description is meant as a general outline of the roles and responsibilities expected to be carried out on a day to day basis however we would be looking for the right candidate to evolve and develop the role as required.</p> <p>Over the last year a small team of volunteers and some paid staff have carried out these duties that we would look to hand over to the right candidate, however the existing team would still be available to assist fully and we would more see them becoming front facing.</p>
Media and Social Media Outlets:	<p>Over the past year a small dedicated team have built up the club's social media which has mainly included a website, Facebook, Instagram, YouTube and Twitter; we are also now looking at setting up our own TV Channel to enable us to live stream home matches.</p> <p>The aim is for the right candidate to come on board and take over and lead all these platforms (Tech assistance provided on website) to drive content across all aspects from the club. This will involve receiving as well as instigating content.</p> <p>Our key focus is to be at the forefront of social network promotion for our club while retaining high quality values rather than just quantity.</p>



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<p>Grant Funding Partners:</p>	<p>There are large amounts of funding avenues available to a club of our type and size and we would be looking for you to find and open up these funding streams.</p> <p>This may involve you submitting grant / funding applications and developing business cases etc with the key being to develop new initiatives and avenues for growth.</p> <p>We would look for you to identify available grants or come up with schemes that would be open to grant funding and in turn submit all applications and follow through till completion and report stage.</p> <p>This would cover main club and sections.</p>
<p>Partnerships / Sponsors:</p>	<p>The club and sections have various partnerships and sponsorship agreements ranging from in-kind providers to large financial contributors. Our aim is to increase brand promotion and awareness of all our partners while working jointly with them on content and promotion.</p> <p>Your objective will be to grow these partnerships and to find new partnerships to increase income to the club and sections on a year-to-year basis with this being a key KPI of the incentive scheme.</p>
<p>Member's Benefits Scheme:</p>	<p>We have recently developed a member's benefits scheme that will add value to be a member of the club and having an actual membership card.</p> <p>An example of a benefit would be gaining a discount at a local coffee shop or money off driving lessons, therefore we would be looking to discuss options with existing and new partners to not only benefit members but also benefit partners and look to utilise this platform to grow new partners.</p> <p>We would look for you to input to this scheme with view of growing partners and our own brand.</p>
<p>Apply to:</p>	<p>Club President – uddingstoncsc@gmail.com</p>