



Life Fit

Vacancy

Charity Development Officer

Role

Are you looking for a career opportunity that combines your passion for helping others with your interest in the football industry?

Can you see yourself dealing with football's stakeholders, individuals such as former players, young players or those who need specialist help?

LIFE FIT is a well-established charity start-up which has been put together by very experienced individuals, alongside the full support of a key stakeholder in the industry.

LIFE FIT was established to provide structure, guidance, and act in advisory role for players and ex-players in areas such as wellbeing, education, equality, and all matters "off the pitch". We support them to be "life fit", through developing and delivering a range of projects which in turn provide support so they can contribute as much as possible to society in areas off the pitch.

Due to expansion, we are now looking for a Charity Development Officer, a real 'people person' who can drive and manage a range of projects and support the growth of the charity.

The Person

LIFE FIT is seeking a confident forward-thinking individual who can help LIFE FIT get to the next stage in its development as an established and respected charity within the football industry.

You will be working with multiple stakeholders such as footballers, football clubs and PFA Scotland therefore you should have excellent communication and presentation skills.

The role focuses on developing and overseeing the smooth running of projects and processes for players and ex-players so being organised is key.

You will also be expected to have a knowledge of charity funding and finance.

See full job description and how to apply below



Life Fit

Job description

Charity Development Officer – FOOTBALL CHARITY

Job Details

The Person

We are looking for someone with at least 1 years' experience in charity operations and funding, however we will take a very open approach to finding the right person for the role, as we believe in opportunity, talent, and mindset.

The Charity Development Officer will play a central role within a small but dynamic team. The role focuses on developing and overseeing the smooth running of projects and processes, ensuring legal and regulatory compliance, and helping to develop services and support for players and ex-players.

LIFE FIT seeks a candidate who can:

- Identify and build strategic partnerships for the charity to enable growth and raise the profile.
- Liaise with current partners to catalogue all current delivery areas, growing each area and suggesting improvements when required.
- Implement new projects and systems that improve the services offered and support the organisation's goals.
- Ensure key performance indicators (KPIs) are in place and targets are met in line with aims and funding
- Communicate projects both in writing and verbally, gaining buy in from potential funders and supporters.
- Be a spokesperson and ambassador for the charity when working with football clubs, current and ex footballers, partnership organisations and funders.
- Work as part of a team in a high-profile industry.

Requirements:

- Proven programme management experience, operating across a range of projects and multiple stakeholders.
- Proven experience working within set budgets to deliver a range of projects.
- Developing and implementing policies, procedures, and processes to improve operations and increase efficiency and productivity.
- Excellent communicator in person; in writing and effective in producing reports and presentations to a wide variety of audiences.
- People skills to identify and develop relationships within the sector.
- Ability to source and apply for funding.
- A solid educational background and strong references from previous colleagues.



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Work Pattern

3 days per week – 24 hours. Work pattern is negotiable.

Salary

- Between £12.50 and £14.50 per hour

Benefits

- Increased holiday entitlement
- Flexible working hours
- Family friendly policies
- Learning and development opportunities

Work Location

Can be in office, work from home or blended – will be discussed with candidate.

How to Apply

We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

If you feel that you would fit with the values & ethos, are passionate about supporting people, but maybe don't feel you have the experience required, please talk to us about your transferrable skills. For the right people, we can provide development to help you to realise your potential.

To apply, please send CV and cover letter to info@lifefit.org.uk

Closing Date: 27 November 2023

<https://www.lifefit.org.uk/>