



FBB
FOOTBALL BEYOND BORDERS

PRODUCER & DEVELOPMENT LEAD



WELCOME

Thank you for your interest in joining the FBB Fam as our new Producer & Development Lead! Football Beyond Borders is a youth education charity who are on a mission to change the lives of young people. There are thousands of young people who are passionate about football but are not fulfilling their potential and are held back by barriers in society. We support young people from disadvantaged backgrounds who are passionate about football but disengaged at school to help them finish school with the skills and grades to make a successful transition into adulthood. In doing so, we hope to be part of a movement that changes the face of modern British society.

We are a young, dynamic and ambitious organisation who are looking for someone to join us who is as passionate as we are about ensuring that FBB is a truly special space to work and reflects the world we want to live in. This is a rare opportunity to take a pivotal role in shaping one of the most exciting charities in Britain.



JASPER KAIN



JACK REYNOLDS

PRODUCER & DEVELOPMENT LEAD ROLE DESCRIPTION

Reports to: Head of Partnerships

Start date: September 2020

Location: London or North West

Hours: Full time

Deadline: Friday 3rd July

Your performance will be measured and driven by a mindset built on the following:

- You can lead and influence people whether reporting into directly or otherwise
- You are trustworthy
- You have good attention to detail, are process driven and organised
- You are adept at working at speed to implement scalable solutions
- You are an astute decision maker and can prioritise effectively - with the ability to weigh up options and priorities and provide clear, informed and knowledgeable advice
- You strive for excellence in everything you do.
- You are able to solve problems
- You have the confidence and gravitas to act as a trusted advisor, and the ability to coach and counsel at all levels

ABOUT THE ROLE

Football Beyond Borders is looking for a Producer and Development Lead to support us with the new demands of operating in the digital world. You will manage projects from brief to delivery in the external team, being a voice of authority in the production process and ensuring that FBB's creative vision is delivered to budget and brief. You will play a pivotal role across the comms and fundraising teams to ensure that content is produced to a high quality, on time and budget with any volunteers effectively managed in the process. You will also manage the fundraising database system and ensure that effective processes are put in place to engage with supporters. You will help with the stewardship process to make sure that any donors are supported.



KEY RESPONSIBILITIES

In this role you will ultimately be responsible for the following:

- Chair external team meetings making sure that tasks are delegated and completed on time
- Manage a team of volunteers
- Produce content and events through co-ordinating internal resources to ensure flawless execute projects
- Lead a planning culture in the team to ensure projects are implemented
- Manage the schedules of the external team to ensure that milestones are agreed, detailed and delivered as expected
- Manage project budgets - identifying resource requirements and expectations, tracking actual project spend vs planned spend and updating projections
- Manage a digital content schedule and ensure that content is published on time
- Track project performance, specifically to analyse the successful completion of short and long term goals
- Support the community fundraising programme; co-ordinate enquiries and provide information to supporters
- Ensure that the fundraising CRM database is regularly updated
- Steward donors and funders for their gifts efficiently and personal manner

SKILLS REQUIRED

- Proven working experience in project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organisational skills including attention to detail and multitasking skills
- Working knowledge of a CRM System
- Excellent administrative and time management skills
- Use and continually develop leadership skills
- Ability to use own initiative, manage own workload and support others



WHO ARE WE?

Football Beyond Borders is an education charity which uses the power of football to educate and inspire young people to achieve their goals and make their voices heard. We work with over 1,000 young people each week to give them the best possible chance in life to succeed. We work with a range of partners across football, education, youth culture and policy.

TO APPLY FOR THIS POSITION:

Please send your CV and cover letter to
RECRUITMENT@FOOTBALLBEYONDBORDERS.ORG

Deadline for the receipt of written applications is midday on
Wednesday 8th July 2020



 footballbeyondborders.org

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