



JOB DESCRIPTION

JOB TITLE: Early Years Manager
DEPARTMENT: City in the Community Foundation (CITC)
REPORTS TO: Education and Health Operations Manager
LOCATION: Etihad Campus
DATE: June 2018

Job purpose

City in the Community Foundation has been established for over 30 years. The scheme is the registered charity of Manchester City FC and uses the brand of the parent Club to engage and impact over 30,000 lives in Manchester annually.

The Early Years Manager is responsible for all aspects of the City Play programme and will drive forward PE for Nursery School pupils age 2-5 to ensure all programmes are delivered with the upmost quality while maximising outcomes

The role holder will be accountable for all named programmes (including finance and partnership management) while supporting the Head of Department in the strategic and operational delivery of the theme.

the role holder will also be the operational point of contact for organisations working alongside CITC in early years and nursey settings.

Key responsibilities

Main responsibilities of the role include:

- Lead on all aspects of the early years provision for CITC
 - Manage the CITC Early Years Officers and delivery staff within the team
 - Manage the implementation and further development of the City Play programme to ensure it continues to meet the Premier League Community Fund grant conditions
 - Manage all finances relating to the programmes
 - Responsible for quality assurance and monitoring reports associated with the projects
 - Lead on the strategic development of the theme to achieve successful outcomes
 - Represent CITC at internal and external meetings when required
 - Support the Senior Operations Manager in the production of monthly theme reports
 - To ensure that all project delivery and M&E adheres to CITC's Safeguarding policy
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General responsibilities

- Compliance with Club policies
- Compliance with data protection guidelines
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times
- To adhere to all City Group Safeguarding policies and procedure

Key relationships

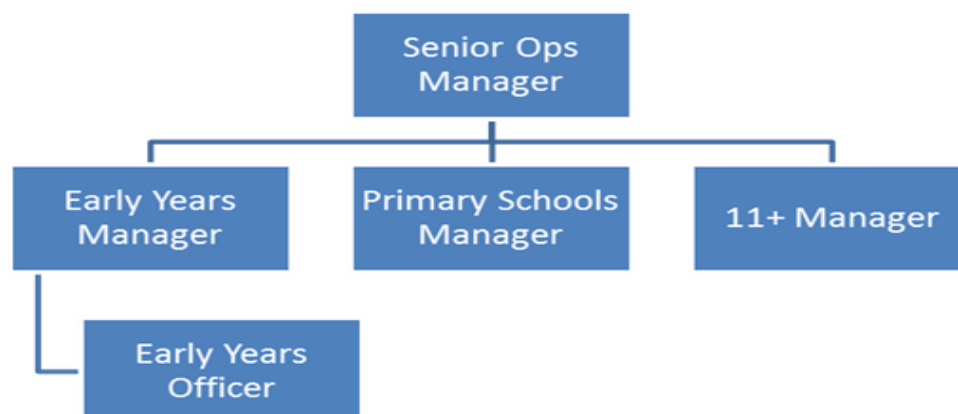
Key relationships include:

- Head of CITC
- Senior Operations Manager CITC
- CITC Financial Controller
- All CITC Project Managers
- All CITC Staff
- Premier League
- Various key individuals in departments throughout the Club, namely Partnerships, Communications, Digital, Brand, Sales and Events
- Big Lottery
- Nursery schools and early years settings
- Various external partnerships including charitable organisations, commercial companies and NGB's.

Scope of job

The role holder will have overall responsibility for the programmes delivered at nursery schools and early years settings together with the finances and partnership management. The role holder will also have overall responsibility of the CITC education team.

Organisation chart





Person Specification

Job Title: Early Years Manager

Department/Location: CITC

Knowledge

Essential

- Working knowledge of the EYFS Curriculum.
- The successful candidate must have extensive knowledge of delivering inclusive and age appropriate sport and physical activity sessions and know how to differentiate content to meet the individual needs of pupils.
- Experience of working in and liaising with nursery schools, nursery settings and external agencies.
- Project management experience in a community sports setting.
- Experience of working to a set budget and managing finances.

Desirable

- Knowledge of the importance of physical activity and impact of sedentary behaviour
- The successful candidate should have previous experience of delivering a project in Early Years
- Knowledge of monitoring and evaluation tools e.g. Substance Views in order to accurately and effectively monitor and evaluate CITC.
- Sports Level 2 or above coaching experience

General skills and attributes

Essential

- Strong persuasive, influencing and negotiation skills e.g. secure funding and ensure sustainability
- The ability to set SMART objectives for self and others and effectively work to these
- To clearly demonstrate a commitment to the role showing a creative/innovative approach to all tasks while demonstrating a flexible attitude to meet all objectives
- Team leadership skills and ability to develop people in an education setting
- Managing budgets and being fully accountable for these

Desirable

- Strong conflict management skills

Experience

Essential

- Solid understanding of, or to have worked in, the football/sports sector
- Experience of managing programmes in an Early Years setting with excellent outcomes
- Experience of designing, developing and initiating new programmes with successful outcomes alongside desired curriculum development
- A solid understanding of the health/ Sport sector



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Desirable

- Experience of being responsible for and successfully managing large budgets
- Experience of being responsible for, and successfully managing, teams and people in an educational setting

Qualifications:

Essential

- Educated to degree level
- Full, clean driving license

Desirable

- Multi Skills Level 2
- FA Level 2 Coaching Football
- Coaching qualifications in other sports
- Professional teaching Qualification
- Specific Health related qualifications

Safeguarding

This role involves working with children and/or vulnerable adults in a Regulated Activity (or in close proximity to children and/or vulnerable adults). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.



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