

Job Title: Volunteer Project Manager – Sandbach United Football Club CIO

Location: Sandbach United Football Club CIO, Hind Heath, Sandbach, CW11 3LZ

Overview: Join our passionate team as a Volunteer Project Manager for Sandbach United Football Club. In this role, you will have the opportunity to contribute your skills and expertise towards the successful execution of various projects critical to the club's growth and success. If you're a dedicated individual with a love for football and a desire to make a difference in your community, we want you on our team!

Key Responsibilities:

1. Project Planning and Coordination:

- Work closely with club leadership to identify project needs and objectives, developing comprehensive project plans and timelines.
- Coordinate project activities, resources, and stakeholders to ensure smooth execution and timely completion of initiatives.
- Communicate project progress, challenges, and successes to relevant stakeholders, providing regular updates and reports.

2. Volunteer Recruitment and Management:

- Recruit and onboard volunteers to support various club projects and activities, leveraging community networks and online platforms.
- Provide orientation, training, and ongoing support to volunteers, ensuring they understand their roles and responsibilities.
- Foster a positive and inclusive volunteer culture, recognizing and appreciating volunteers for their contributions to the club.

3. Administrative Support:

- Assist with administrative tasks such as budget tracking, record-keeping, and documentation to ensure efficient project management.
- Maintain project-related databases, files, and documentation, organizing information for easy access and reference.
- Coordinate with vendors, suppliers, and service providers to procure goods and services needed for project implementation.

4. Collaboration and Communication:

- Collaborate with club staff, volunteers, and external partners to leverage resources, share best practices, and maximize impact.
- Communicate effectively with stakeholders, providing clear instructions, updates, and feedback to ensure alignment and accountability.
- Represent the club professionally in interactions with the community, sponsors, and other stakeholders, promoting the club's mission and values.

Qualifications:

- Passion for football and a commitment to the club's mission of promoting sportsmanship, teamwork, and community engagement.
- Strong organisational and time management skills, with the ability to multitask and prioritize tasks effectively.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse groups of people.
- Previous experience in project management, event planning, or volunteer coordination is a plus but not required.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and willingness to learn new software tools as needed.
- Availability to commit to a flexible schedule, including evenings and weekends, to support club events and activities.
- Ability to work independently with minimal supervision, demonstrating initiative, creativity, and problem-solving skills.

Benefits:

- Gain valuable experience in project management, event planning, and volunteer coordination.
- Make a meaningful contribution to your community by supporting a beloved football club.
- Build relationships and network with fellow volunteers, club staff, and community members.
- Enhance your skills and resume while pursuing your passion for football and community service.