



Job Description and Person Specification

Job title	Manager
Reports to	Chair of the Bury AFC Board of Directors
Direct reports	Assistant Manager Players

Our Club
We believe this is the most exciting manager's job in the national league system. You will be the first ever manager of Bury AFC, taking the baton and heritage of the past to build our new future. You will have the opportunity to build a club from the bottom up. We are ambitious and wish to appoint someone that has experience of managing in the national league system, and you will also buy into our values and ethos and be an ambassador and spokesman for the club we are trying to build.
Job purpose(s)
<ul style="list-style-type: none">• To manage the first team.• To recruit a squad within the budget set by the board.• To recruit a 'backroom' team with agreement from the Chairman and board.• To be responsible and accountable for the day-to-day running of the team.• To embrace and be a champion for the values of the football club ensuring that the football staff and players buy in to our ethos.• To achieve the playing ambitions as agreed on a season by season basis.

Working hours	To Be Discussed At Interview
Contract type	To Be Discussed At Interview

Responsibilities
<ul style="list-style-type: none">• Ensure the Board receives regular updates as to progress of players and risks of players departing.• To use contacts and networks to attract the best talent within budget to the club.• Work with the club's safeguarding officer to ensure young players can play in a safe environment that adheres to FA and club policy.• Work with board and volunteers to involve players in club promotional activities, where players are able.• To embrace the clubs ethos and values and ensure that members of the playing side's behaviours reflect these values.• To work with the Chairman to identify young talent to develop for both the current and future direction of the club.



Person specification	
Qualifications	
Essential <ul style="list-style-type: none"> FA Coaching Qualification 	Desirable <ul style="list-style-type: none"> FA Coaching Level – UEFA B
Skills	
Essential <ul style="list-style-type: none"> Ability to lead a team with excellent communication and people management skills. Ability to understand the needs of different departments of the club Budget planning, objective setting and managing team and individual performance. 	Desirable <ul style="list-style-type: none"> Media trained and confident talking to press. Ability to understand the needs of different departments of the club
Knowledge and experience	
Essential <ul style="list-style-type: none"> Knowledge of the National League System, particularly steps 4,5 and 6. Have played or managed to a relevant level. 	Desirable <ul style="list-style-type: none"> Experience of player registration rules to ensure that players are not played ineligibly. Knowledge and understanding of safeguarding young people.
Enhanced DBS Check required?	YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
Bury AFC value	Behaviours
Hard Work	<i>We respect the heritage of our club and our town. We believe in hard work, we believe in team work. When we work hard as a team, we will achieve our vision of a sustainable club back at our spiritual home.</i>
Conquers	We want to win over the hearts and minds of the people of Bury. Together we can build this club; <u>our</u> club. We want to win and strive to exceed our former glories. We share success as we share failure. We will conquer the challenges that we face to return home, together.
All	We are here for everyone. We will preserve and protect our heritage by ensuring we are the social glue of the town. We are inclusive and inspirational. We will immerse ourselves locally, and with the wider football family, using our story and our influence to bring positive change, giving everyone the opportunity to improve their lives. Our club is for all, regardless of age, ability, sexuality, colour, race or religion. Our club is a force for good.
Job description reviewed and modified by:	Bury AFC Board



Date job description reviewed and modified:	28/06/2020
Job description authorised by:	Bury AFC Board
Signed by job holder (on appointment):	
Date signed:	