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**Bath City FC Director/Marketing Director (Supporters Society appointment)**

Role Description

Last updated: March 2024

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| Board membership | * The Bath City Supporters’ Society elects six members of Bath City FC’s nine-person board. These are voluntary unpaid positions. * Usually two Board members are elected each June at the Society’s AGM for a three year tenure. Retiring Board members may be re-elected. No Board member can serve more than two consecutive three year terms, unless there are overriding and unusual considerations. * Sometimes the Society appoints Board members on a temporary basis e.g. if a Board member leaves mid-term or a particular skill is needed. * Nominees for the Club Board must be fully paid-up members of the Supporters’ Society. * Directors usually have specific roles on the Club Board - e.g. Commercial, Community, Football, Finance, Operations and Sales and Marketing. * This arrangement will be in place until the Club becomes fully owned by Community shareholders. |
| Community Club | Elected Board members are first and foremost a director of Bath City FC Ltd. and that is where their legal duties lie.  However, they are also answerable to the Supporters Society and are expected to work in the spirit of a community-run organisation and understand the principles, aims and rules of the Supporters Society (see <https://www.bathcitysociety.org> for more information).  It falls on each director to use their judgement to balance their obligations when making decisions. The Society’s objects are to benefit the community by:   * *being the democratic and representative voice of the supporters of the Club and strengthening the bonds between the Club and the communities which it serves;* * *achieving the greatest possible supporter and community influence in the running and ownership of the Club;* * *promoting responsible and constructive community engagement by present and future members of the communities served by the Club and encouraging the Club to do the same;* * *operating democratically, fairly, sustainably, transparently and with financial responsibility and encouraging the Club to do the same;* * *being a positive, inclusive and representative organisation, open and accessible to all supporters of the Club regardless of their age, income, ethnicity, gender, disability, sexuality or religious or moral belief.*   The relationship between the Club and the Supporters Society is set out in a Memorandum of Understanding, again available at <https://www.bathcitysociety.org> |
| **PART A: GENERAL** | |
| Key tasks and responsibilities | * Ensure, along with fellow directors, that the club operates in a financially sound and sustainable manner. * Offer skills and advice to the Board and its Chair through monthly Board meetings and interim communications. * Help to achieve the football club’s strategic objectives by developing and implementing relevant business plans. * Build and maintain good relationships with stakeholders (including the supporter base, the wider community, shareholders, business partners and agencies). * Stay informed of progress in areas across the football club so as to contribute meaningfully to the overall management, prevent issues and solve problems. * Have a general understanding of the interests of the Club and the problems and possibilities facing clubs such as ours. * Take leadership of an agreed working group/workstream within the Club, organising and attending meetings of said group, supervising its work and its staff/volunteers, delegating responsibilities, offering guidance and motivation. NB the Society, in conjunction with the Board, will seek to nominate directors with the appropriate skills and abilities to lead said workstreams. * Act as a representative of the Club in ways that strengthen its profile (e.g. attending matchdays, meeting supporters at games, participating in community activities and promoting the Club and its interests). * Ensure the views and aspirations of the Society membership are taken into account in Board-level decision making and understand and accept the Memorandum of Understanding which sets out the working relationship between the Society and the Board. * Work to a high level of professionalism, operating within any good practice standard or policies adopted by the Club. * Work to achieve full community ownership as soon as is reasonably practicable. |
| Qualities and skills required | **Essential:**   * Understand and promote the long-term aims, ethos and principles of the Supporters’ Society and democratic community ownership, as stated in the Society’s Rules. * Good communication and interpersonal skills * Good organisational and leadership skills * Good problem-solving abilities and strategic thinking * Good team player with networking skills * Commitment to the Club’s community values * Meets all UK legal requirements relating to being a Company Director * A fit and proper person according to the Football Association’s Fit and Proper Person Test   **Desirable:**   * Experience and/or knowledge of community or membership-run organisations and relevant best practice * Experience at senior management level * Personal contacts within local area and / or within football that will help build the club’s profile, revenue, influence or awareness * An understanding of the history and spirit of the Club |
| **PART B: MARKETING DIRECTOR SPECIFIC** | |
| Key tasks and responsibilities | The Marketing Director is responsible for the club’s external communications and all marketing and sales to supporters, targeted at delivering agreed supporter revenue.  Key responsibilities:   * Season Ticket sales campaign * Regular flow of supporter focused news including weekly newsletter * Lead delivery of social media and website to support all campaigns * Key fixtures and event marketing and support (e.g. Opening game of season, Community Day, Her Game Too etc) * Promote club objectives such as planning application support, Crowdfunder money raising etc * Coordinate a team of volunteers to provide a professional standard club media service |
| Qualities and skills required | * Good understanding of marketing techniques * Experience in sales and/or marketing * Ambition to promote the Club and increase its growth to meet targets * Experience of online tools including the effective use of social media * Ability to effectively motivate and lead a team to meet goals |
| Support provided | * Training (as appropriate/required but as minimum director training from [e.g.] Coops UK) * Mentoring available from the Football Supporters’ Association * Peer support from the other Board members * Peer support from the Supporters Society Committee |

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