



Head of Community | Location: Oxford (OX3 0NQ) | Salary: £36,000 - £39,000

Are you a dynamic, driven, forward-thinking individual with a passion for community empowerment and making a tangible difference? Ignite Sport alongside Oxford City Football Club and its charitable trust is thrilled to announce an exciting opportunity for an exceptional candidate to join our team as the Head of Community. This pivotal role presents a unique chance to lead and contribute to the growth of our impactful partnerships, community work and initiatives.

As Head of Community, you will play a central role in the heart of our organisations. You will be responsible for the day-to-day leadership and management of our community team. This position will see you join our Senior Leadership Team, bringing your expert knowledge to the table and supporting various operational functions and departments. Your aim will be to maximise workforce contributions, enhance efficiencies, output and contribute to the achievement of our strategic goals.

Key Responsibilities:

- **Strategic Collaborations:** You will collaborate with partners, stakeholders, and external agencies at a senior level to develop impactful programmes that align with our strategic objectives and local area priorities.
- **Community Representation:** As a foundation ambassador, you will sit on relevant external strategic groups, ensuring that we are well-represented within local, regional, and national networks, partnerships, and events. Liase with and attend meetings with partner agencies, councils, and partners to deliver third party projects within the community.
- **Lead the bid process and oversee management of our Holiday Activity & Food (HAF) programme and other similar programmes.**
- **Work with our Alternative Provision and Velocity Football departments to ensure opportunities are shared within the community and engagement is optimised.**
- **Contracts and Grants:** You will oversee contracts and grants, ensuring they meet required KPIs, and all obligations and deadlines are met.
- **Quality Assurance:** Your responsibility will extend to developing and implementing quality assurance processes across our community organisations, fostering a culture of excellence.
- **Financial Stewardship:** Collaborating with key senior management and directors, you will contribute to setting appropriate budgets, overseeing program performance, and ensuring

sustainability.

- Driving Business Growth: Identifying opportunities for business development and growth will be a crucial aspect of your role, as you support applications and bids for grant funding.
- Leadership Support: You will assist Senior Management in monitoring staff performance and fostering development.
- Operational Optimisation: Ensuring that all operations are functional and operating at full capacity will be integral to your contribution.
- Relationship Building: You will foster effective and positive relationships with staff at all levels across Ignite Sport, Oxford City Football Club and The Hoops Foundation.
- Any other tasks as requested by the senior leadership team.

Personal characteristics:

Show strong business drive and ability to manage and over-achieve KPIs and targets set.

Ensure maximum quality, fun and safety of all participants.

Great communicator to both staff and customers.

Hours of work:

You will be contracted to work 4 to 6 days over a week period on a flexible basis. This means that your days and hours of work could vary each day and week. Working hours will include some weekends and public/bank holidays.

Essential requirements:

Minimum of 2 years' proven experience in a similar role.

Strong understanding of budgeting, financial reporting and Microsoft 365 suites.

Previous sports coaching, and business development experience.

Experience of working with children, parents and adult participants ideally in a sports, leisure or entertainment environment.

Enjoys working in a busy indoor/outdoor environment.

Motivated and enthusiastic with excellent verbal communication skills.

Driving license and access to own vehicle.

Benefits:

Fully expensed mobile phone

25 days holiday + bank holidays (where applicable)

Childcare voucher tax saving scheme (to help towards the cost of childcare)

Pension with employer contribution

Employee recognition - We reward excellence annually with staff awards & incentive opportunities

Free childcare at Ignite Holiday Camp Settings
Onsite parking at head office
Annual employee wellbeing grant
Uniform where required
Employee discounts
Family & friends season tickets & discounts

How to Apply:

Please send a CV with covering introduction including a summary of why you are a perfect candidate for shortlisting. Applications via email to Louise Merritt l.merritt@ignitesportuk.com

Application deadline: 1st August 2025

No agencies please.

We uphold a robust recruitment process. Applicants must be eligible to work in the UK and willing to undergo an enhanced DBS check with additional vetting. Applicants will be required to complete safeguarding and health and safety training as part of the induction process.

Ignite Sport UK is an Equal Opportunities Employer. We celebrate diversity and are committed to creating and maintaining an inclusive environment for all employees.