

**Job Title: Shop/Museum/Community Space Manager**

**Location:** High Street Base, St Johnstone Football Club

**Hours:** 35 hours per week

**Salary:** £28,000 per annum



### **About Us:**

St Johnstone Football Club, with its proud history and strong connection to the community, is looking for an energetic and passionate **Shop/Museum/Community Space Manager** to join our dynamic team. Alongside the football club, **Saints in the Community** is dedicated to making a positive impact in the local area by fostering inclusivity, engagement, and education. This is an exciting opportunity to play a pivotal role in running a vibrant community space that blends football heritage, retail, and local outreach.

### **Job Description:**

We are seeking a **Shop/Museum/Community Space Manager** to lead the day-to-day operations of our **St Johnstone Football Club Shop**, museum space, and community-focused events. You will be responsible for creating an engaging and welcoming environment for fans, visitors, and the local community, promoting the rich history of St Johnstone FC and Saints in the community while providing excellent customer service, managing retail operations, and ensuring that the space is utilised to its full potential for community engagement.

### **Key Responsibilities:**

- **Operational Management:** Oversee the daily operations of the shop, museum, and community space, ensuring smooth day-to-day operations and high standards of service, presentation, and cleanliness.
- **Customer Service:** Provide a friendly and informative experience for all visitors, from fans exploring the club's history to local community members engaging with events and activities.
- **Staff Supervision:** Lead and manage a small team of volunteers and part time staff, ensuring high levels of customer service, efficient operations, and consistent standards. Provide training and support to staff.
- **Community Engagement:** Develop and implement a programme of community outreach events, activities, and workshops, in collaboration with Saints in the Community, to engage local residents, schools, youth groups, and other organisations.
- **Retail and Stock Management:** Manage the shop's retail operations, including stock control, product selection, sales targets, and visual merchandising. Ensure the shop effectively reflects the club's brand, history, and community involvement.
- **Marketing and Promotion:** Assist in promoting the shop, museum, and community events through various channels, including social media, local advertising, and partnership opportunities.
- **Financial Oversight:** Manage the budget for the shop and community space, ensuring efficient use of resources and tracking financial performance.
- **Health and Safety Compliance:** Ensure that the space meets all health and safety requirements and is accessible to everyone.

- **Collaboration:** Work closely with St Johnstone FC and Saints in the Community to deliver joint initiatives and ensure alignment with the club's mission and values.

#### **Key Requirements:**

- Proven experience in retail management, museum or heritage site operations, or community space management.
- Strong leadership and people management skills with the ability to motivate and develop a small team.
- Excellent communication and interpersonal skills, with the ability to engage with a diverse range of people, from football fans to local community members.
- A passion for football, community engagement, and heritage.
- Organised, proactive, and able to work independently while managing multiple tasks and priorities.
- Basic financial management skills, including budgeting and reporting.
- Strong customer service focus and problem-solving abilities.
- Ability to work flexible hours, including weekends or matchdays, when required.

#### **Desirable:**

- A background or interest in football, sports management, or heritage.
- Experience in event planning and managing community outreach activities.
- Familiarity with St Johnstone FC's history and community initiatives.
- Knowledge of digital marketing and social media platforms.

#### **Benefits:**

- A competitive salary of £28,000 per annum.
- Flexible working hours within a 37-hour week.
- Opportunities for professional development and training.
- A supportive and inclusive working environment.
- Work within an iconic football club and a key part of the community.
- Access to matchday benefits and employee discounts at the shop.

#### **How to Apply:**

To apply, please submit your CV and a cover letter detailing your experience and enthusiasm for the role to [FrancisSmith@PerthSaints.co.uk]. The closing date for applications is 28<sup>th</sup> May 2025 at 5pm.

Join us in playing a key role in connecting the local community with St Johnstone FC's legacy and ongoing mission!