



# ABOUT THE ROLE

**Middlesex FA is leading from the front to rebuild, modernise and grow the game for all in one of the most densely populated and diverse counties in the country.**

As the governing body of football in Middlesex since 1883, the role of MFA is to support and develop the grassroots game in the county.  We are a charitable organisation providing our players, coaches, volunteers, and referees with the opportunity to participate in the game in Middlesex.  We are committed to connecting and collaborating with all participants from the diverse community that we serve. Our focus is to ensure that all participants have access to a safe environment and have opportunities to remain in the game for as long as they wish. We encourage participation from all sections of society, regardless of age, ability, disability, gender, sexual orientation, race, religion or socio-economic status.

Middlesex FA is based at our purpose-built football facility at Rectory Park in Northolt, which has over 80,000 visits per season. We serve over 31,000 players, from 2,500 teams, representing 500 clubs. We have a workforce of 18 staff working across the County FA and the Rectory Park Centre Management.

The Middlesex FA Strategic Plan 2021-2024 Leading from the Front can be downloaded using the following link. https://www.middlesexfa.com/news/2021/sep/30/middesex-fa-launch-strategy

**We are seeking to recruit an inspiring, dynamic, and motivated leader as our new Chief Executive Officer.  The successful applicant will be a highly skilled and enthusiastic individual with a passion for football and a track record in strategic leadership of a small to medium sized business.**

The post is full time (35 hours per week) and will be based at the Middlesex FA Headquarters at Rectory Park in Northolt.  We operate flexible working hours between 8.00am and 6.00pm, with a combination of home and office working.  There is a minimum requirement for two days per week to be spent in the office.  The role will include regular evening and weekend work and there will be frequent travel across the county.

We are offering a salary of up to £55,000 per annum depending on experience.

**Application Closing Date: 5pm, Friday 24th June 2022**

**Interview Date: Monday 11th and Tuesday 12th July 2022**

If you would like to discuss the role please contact either Leigh O’Connor (current CEO – [leigh.oconnor@middlesexfa.com](mailto:leigh.oconnor@middlesexfa.com)) or John Taylor (Chair – [john.taylor54@virgin.net](mailto:john.taylor54@virgin.net)) to arrange a call.

To apply for the job please submit your CV and a covering letter marked Private & Confidential using this link <https://middlesexfa.peoplehr.net/Pages/JobBoard/Opening.aspx?v=1e650236-b47a-469a-a7e1-68706b56cddb>

As this role involves direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate will undergo a thorough screening process that will include an enhanced level Disclosure and Barring Service and social media check to ensure their suitability for the role.  The successful candidate will also be required to provide references.

­­­**Middlesex FA is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion, and belief.**



# Job Description and Person Specification

Middlesex FA is looking to appoint a Chief Executive to lead the organisation and to deliver our strategic plan.

We are seeking to recruit an inspiring leader to continue to drive our organisation forwards and make Middlesex Football representative of our local community. We are looking for a highly skilled individual with a passion for football to lead the business with a proven track record in leadership, facility management and the ability to maximise commercial opportunities.

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| **Job title** | Chief Executive |
| **Reports to** | Chair of the Board |

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| **Job purpose(s)** | |
| * To lead the delivery of The FA National Game Strategy and Middlesex FA (“MFA”) Business Strategy. * To lead the delivery of the Rectory Park Business Plan in conjunction with the Head of Commercial and Operations * To spearhead the strategic direction and culture of Middlesex FA and act as an ambassador for grassroots football. * To act as the Senior Safeguarding Lead (SSL) by overseeing effective Safeguarding delivery across the Association. * To support the adoption of FA technology systems across grassroots football. * To comply with FA rules, regulations, policies, procedures and guidance that are in place. | |
| **Direct reports** | * Head of Football Services * Head of Participation & Development * Head of Commercial & Operations * Finance (currently outsourced) |

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| **Location** | Office/Home based (Middlesex FA HQ, UB5 5FA) with regular travel across the county |
| **Working hours** | 35 hours per week. Flexible working hours between 8:00am – 6:00pm with a minimum requirement of two days in the office per week. Regular evening and weekend work will be required. |
| **Contract type** | Permanent |
| **Starting salary** | £55,000 per annum |

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| **Responsibilities** |
| * Ensure Middlesex FA works within agreed organisational values and delivers against its strategic objectives. * Ensure the Business Plan for Rectory Park is delivered in line with the agreed budget. * Perform the duties of a Company Secretary for both Middlesex FA and Middlesex Community Football Centres and ensure compliance with the requirements of the Companies Act 2006, Companies House and the Charity Commission. * Ensure the principals of good governance are upheld by implementing and maintaining the FA’s Code of Governance for County FA’s. * Drive organisational change to support development and operations of Middlesex FA and Rectory Park. * Manage budgets through appropriate systems (Xero) and processes to ensure Middlesex FA operates within sound financial principals with regular reporting to the Board and Senior Management Team. * Maintain an oversight of all the policies and procedures, ensuring that they are reviewed annually and updated where necessary. * Commit to promoting and embedding diversity and inclusion at all levels. * Promote equality of opportunity and a football for all ethos in a safe sporting environment. * Accountable for ensuring that safeguarding is embedded throughout Middlesex FA and grassroots football in accordance with safeguarding legislation, FA Safeguarding Policy, best-practice guidance and education programmes. * Ensure the Board receives regular updates on safeguarding and are provided with all the in­formation they require to fulfil their governance oversight duties and to scrutinise ongoing safeguarding policies and procedures. * Embed safeguarding responsibilities and accountabilities into Middlesex FA’s Busi­ness Strategy, Budget, Risk Register, Rectory Park Business Plan and Operational Plan. * Accountable for ensuring that staff and volunteers deployed by Middlesex FA are suitable for their roles and uphold the values and behaviours of Middlesex FA through a safer recruitment policy and that this policy is applied to all new appointments. * Lead investigations into allegations made against Middlesex FA staff, Rectory Park staff and/or other volunteers directly deployed on behalf of Middlesex FA who are working with under-18s and adults at risk, including those who work on a temporary basis. * Ensure that the Health and Safety policies and procedures are implemented consistently across Middlesex FA in line with Health and Safety legislation. * Ensure Rectory Park complies with the Licensing Act 2003 and Ealing Council’s Food Hygiene regulations. * Responsible for the wellbeing, development and ongoing performance of the workforce. * Work with the Board on matters relating to finance, corporate governance, football devel­opment, football services, marketing, communications, public relations and risk manage­ment. * Attract increased investment into Middlesex FA by maximising assets and continual­ly raising its image, profile and reputation. * Responsible for relationship management with The FA and ensure that all activities are managed with integrity and the highest levels of compliance. * Build strategic partnerships with key stakeholders to improve delivery and increase rele­vance of football across Middlesex. * Provide the highest level of customer service to support volunteers across all FA Technolo­gy systems * Execute tasks as required in order to meet Middlesex FA’s changing priorities. |



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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * Educated to degree level (or equivalent work experience) | **Desirable**   * Recognised management qualification e.g. CMI, MBA. * Recognised accountancy qualification e.g. ACCA, CIMA, CIPFA. * A company secretary qualification and/or experience / understanding of the role of Company Secretary. |
| **Skills** | |
| **Essential**   * Ability to lead a team with excellent communication and people management skills. * Strategic level decision-making skills in a fast-paced and stakeholder-intensive environment. * Business planning, objective setting and managing team and individual performance. * Ability to influence effectively at all levels. * Expertise in managing and engaging a wide range of stakeholders to create sustainable partnerships. * Ability to lead the team in delivering exceptional customer service. * Business Coaching and mentoring skills. * Financial acumen and the proven ability to establish and monitor financial control systems and manage risk and produce & analyse financial management information. * Ability to develop and implement commercial strategies to generate income. * Ability to work under pressure, handle multiple priorities and meet deadlines. * Excellent IT skills including the use of Microsoft 365 Office applications. * Ability to be able to inspire people, staff, clubs, leagues and volunteers. | **Desirable**   * Knowledge of Xero Accounting software * Sport/Football experience * County FA operations experience * Experience of change management and tools to assist this * A working knowledge/experience of Business improvement models |
| **Knowledge and experience** | |
| **Essential**   * Fundamental understanding of running a business, including finance and human resource management. * Experience in delivery of strategic objectives * Understanding of football governance and development. * Knowledge of relevant legislation including company law, finance, equality legislation, employment and health and safety legislation. * Knowledge and understanding of safeguarding. | **Desirable**   * Comprehensive understanding of The FA’s National Game Strategy and how the County FA Business Plans support its delivery. * Knowledge and understanding of working with volunteers. * Knowledge of marketing. * Previous experience of working in grassroots football or other sports-related governing bodies. |
| **Enhanced DBS Check required** | YES |
| **Clean, full driving licence?** | YES |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **FA value** | **Behaviours** |
| COMMITTED | We are committed to doing the right thing. Governing the game in a way that's fair to all and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity. |
| CREATIVE | We are creative. Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past. |
| COLLABORATIVE | We are collaborative. We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal. |
| CONNECTED | To be connected. We are connected to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do. |

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| **Benefits of working at Middlesex FA** |
| * Flexible working, combining office and home locations to suit your needs and the business * Workplace pension scheme * Access to the cycle to work scheme * Employee Assistance Programme * Customer Service Awards * Access to FA Cup Final Tickets and England Tickets at Wembley * Opportunity to be part of the Health and Wellbeing Group (This group supports all staff on a range of topics such as fundraising for our Charity Partner, Health and Fitness, Wellbeing Workshops, Staff Socials and much more) * 2 Volunteering days a year (to take place in Middlesex) * Personal Development Budgets * Professional Development Plan * 20 days annual leave as standard * Additional Days leave after 5 years’ service * 15% Staff Discount at Rectory Park |

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| **How to apply** | Submit your CV and Cover Letter on the link below.  <https://middlesexfa.peoplehr.net/Pages/JobBoard/Opening.aspx?v=1e650236-b47a-469a-a7e1-68706b56cddb> |
| **Deadline for applications** | 24th June 2022 |
| **Interview Date** | 11th or 12th July 2022 |

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