**Middlesex Football Association**

**Recruitment Pack: Head of Commercial & Operations**

Dear Applicant

**Re: Head of Commercial & Operations Recruitment Pack**

Thank you for your request for an application pack for the above vacancy and have pleasure in enclosing the application form and job description.

We would welcome your application if the job appeals to you and you feel that you can demonstrate that you meet the criteria.

If you wish to apply, please ensure that your completed application form is submitted to me by 12.00pm on Wednesday 31st October 2018 in an envelope addressed for my personal attention and marked ‘Private and Confidential’ or by email to [leigh.oconnor@middlesexfa.com](mailto:leigh.oconnor@middlesexfa.com).

It is not mandatory to complete the monitoring form and non-completion will not affect your application. However, if you do wish to complete the form, please return it with your application in a blank envelope to ensure anonymity.

We pride ourselves on providing a membership focused service and the successful post holder will need to demonstrate empathy to that approach.

The post is offered on a permanent contract initially based in our offices at Rectory Park, Northolt.

Please note that you will be informed by Wednesday 7th November if you have been short listed for interview. Only candidates invited to interview will be contacted, unsuccessful candidates will not be contacted. The proposed interview date is to be confirmed.

I look forward to receiving your completed job application form.

Yours sincerely

**Leigh O’Connor**

**Chief Executive**

**Application form: Head of Commercial & Operations**

To be returned to:

Leigh O’Connor, Chief Executive, Middlesex FA, Rectory Park, Ruislip Road, Northolt, UB5 5FA marked ‘Private and Confidential’ or by email [leigh.oconnor@middlesexfa.com](mailto:leigh.oconnor@middlesexfa.com)

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Address |  |
|  |  |
|  |  |
| Post Code |  |
| Contact Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |
| Do you consider yourself to have a disability? Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process |  |
| Do you need a work permit to work in the UK? |  |
| If appointed, what period of notice are you required to give your current employers? |  |
| How did you hear about this vacancy? |  |
| Please give the names and address of two referees who can be contacted (only in the event of your being offered the position). Please state in what capacity they are known to you (i.e. Personal or employer, etc) | |
| Reference One | |
| Reference Two | |
| Do you hold a current Football Association issued Criminal Records Bureau certificate? YES / NO | |

Please return this form together with your CV and a covering letter why you are applying for this position.

*I certify that the above are correct details and that any offer of employment would be subject to satisfactory references. I also consent to the MCFA making verification checks as appropriate.*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To assist us in monitoring that the wider community is being made aware of our vacancies, you are invited to complete the following form. It is not mandatory and non-completion will **not** affect your application. Please detach and return in an unmarked envelope with your application form.

**Ethnic background.** Please choose one category from A to E and then please mark X in the appropriate box to indicate your ethnic background

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A White** |  | **B Mixed** |  | **C Asian or Asian British** |  |
| English |  | White & black Caribbean |  | Indian |  |
| Irish |  | White & black African |  | Pakistani |  |
| Scottish |  | White & Asian |  | Bangladeshi |  |
| Welsh |  | Other |  | Other |  |
| Other |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **D Black or Black British** |  | **E Chinese or Other Ethnic group** |  |
| Caribbean |  | Chinese |  |
| African |  | Other |  |
|  |  |
| Other |  |

Do not wish to disclose Yes No

**Disability**

Do you consider yourself to be a disabled person? Yes No

If you have indicated yes please mark X in all the boxes that apply to you:

|  |  |  |  |
| --- | --- | --- | --- |
| Hearing impairment |  | Physical impairment |  |
| Learning difficulty / disability |  | Visual impairment |  |
| Mental health issues |  | Do not wish to disclose Yes No | |

**Religion**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | Muslim |  |
| Christian |  | Sikh |  |
| Hindu |  | No active faith |  | |
| Catholic |  |  |  | |
| Jewish |  | Any other religion (please write in) |  | |
| Do not wish to disclose Yes No | |
|  | |

**Sexual orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual |  | Lesbian |  |
| Gay |  | Bisexual |  |
| Do not wish to disclose |  | Other (please write in your preferred description) |  |

** Middlesex Football Association**

**Job Description: Head of Commercial & Operations**

|  |  |
| --- | --- |
| **Role** | Head of Commercial & Operations |
| **Contract Type** | Permanent |
| **Hours per week** | Full Time (35 Hours Per Week) |
| **Starting Salary** | £35k per annum |
| **Location** | Middlesex FA Offices with regular travel across the County |
| **Reports to** | Chief Executive |

**Role purpose:**

* + - * Develop and manage implementation of Middlesex FA commercial, sponsorship, marketing and communications strategies
      * To oversee the delivery of our Headquarters facility Business plan
      * To support the delivery of the National Game Strategy
      * To act in the best interests of Children and Young People at all times and ensure their welfare is considered in all decision and actions taken.
      * Establish a culture of customer excellence across the business

**Key Accountabilities & Responsibilities:**

* To develop, build, lead and manage a Commercial Strategy for Middlesex FA, including the development of relationships with commercial, sponsor and charitable partners – as well as partnerships with key agencies and stakeholders, to support the overall County FA business objectives.
* As part of the Commercial Strategy, conduct research into companies that could be suitable partners / sponsors for Middlesex FA and present to potential partners / sponsors, with a view to concluding discussions / negotiations successfully (sponsorship sales)
* Manage the relationship with partners / sponsors on-going to ensure contractual delivery and to strengthen the relationship in order to lead to renewal
* Develop and manage sustainable relationships with commercial partners
* Use national and local customer insight to drive delivery of the National Game Strategy
* Identify and source external funding (Funders, Commissioning work, programme bidding) to support the business with the delivery of its Business plan
* Oversee the operational management of the Middlesex FA headquarters and facilities (including Catering and Bar) and its staff
* Take the lead in ensuring the commercial success of Rectory Park, helping to maximise facility usage and secondary spend
* Lead and develop the Association’s Communications and Marketing Strategy to support the overall Business objectives
* Maximise dissemination of message by exploring the purchase and / or build of a comprehensive database of all football-interested people in Middlesex, working with The Football Association where appropriate
* Be a member of the Senior Management Team

**Experience:**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| * Graduate calibre * Experience of managing & developing commercial relationships * Experience of managing people * Experience of developing and implementing marketing strategies * Experience of day to day operations / building management * Knowledge and experience of business support services * Knowledge of financial and business planning * Ability to analyse complex data * Ability to communicate the interpretation and analysis of data to a wide range of partners and to individuals at different levels * Project Management Skills * Negotiating skills * Experience of managing budgets within specific parameters * IT Skills (MacBook, Excel, Word, PowerPoint, Adobe, CRM) | * Knowledge of the functional workings of Grassroots Football * Experience of sales and marketing in the sports / football industry * Knowledge of brand management * A degree and / or relevant professional qualifications and experience * Experience of working with Boards and Committees * Experience of identifying and progressing new business opportunities * Driving licence |

**Values – as defined by Middlesex Football Association:**

* We are Committed
* We are Connected
* We are Collaborative
* We are Creative

**Further information:**

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.  The responsibilities, skills, experience and behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

As this role involves direct access to young persons under the age of 18, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.