

## Role Profile

<b>Job Title</b>	Executive Officer
<b>Reports to</b>	Chair of the Board of Directors

<b>Job Purpose</b>	To be responsible and accountable for the day-to-day running of Northumberland County Football Association and to ensure the effective delivery of its Business Plan and National Game Strategy
<b>Direct Reports</b>	Senior Management Team and specified Officers.

<b>Location</b>	Whitley Park, Whitley Road, Newcastle Upon Tyne. NE12 9FA
<b>Working hours</b>	Full Time, 35 hrs a week including weekend and evening work
<b>Contract type</b>	Permanent

<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Have clear accountability for the business, ensuring the effective delivery of the business plan and objectives.</li> <li>• Shape and lead the strategic direction and culture of Northumberland FA and act as an ambassador for the Association across the county.</li> <li>• Perform the duties of a Company Secretary and ensure that the Company complies with the requirements of the Companies Act 2006.</li> <li>• Manage budgets through appropriate systems and processes and allocate resources to ensure that the organisation operates within sound financial processes and procedures.</li> <li>• Guarantee that safeguarding is embedded throughout the Association in accordance with safeguarding legislation, FA Safeguarding Policy, best practice guidance and education programmes.</li> <li>• Ensure that the Association works within agreed organisational values and develops a positive culture.</li> <li>• Ensure that the Health and Safety policies and procedures are implemented consistently across the organisation in line with Health and Safety legislation.</li> <li>• Be responsible for the well-being, development and on-going performance management of the County FA workforce.</li> <li>• Work with the Board of Directors and Council on matters relating to workforce, finance, corporate governance, football development and services, marketing and communications, public relations and risk management.</li> <li>• Attract increased investment into Northumberland FA by maximising assets and continually raising the profile, image and reputation of the County FA brand.</li> <li>• Ensure delivery of The FA National Game Strategy in partnership with key stakeholders and enhance the County FA's major priorities.</li> <li>• Be responsible for relationship management with the Football Association and ensure that all activities are managed with integrity and the highest levels of compliance.</li> <li>• Ensure that the County FA workforce effectively implements and maintains The FA's Operating Standards.</li> <li>• Build strategic partnerships with key stakeholders to improve delivery and increase relevance of football locally.</li> </ul>

<b>Person Specification</b>
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Qualifications	
<b>Essential</b> <ul style="list-style-type: none"> <li>Educated to degree level or equivalent work experience.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Recognised management qualification e.g. CMI, MBA.</li> <li>Recognised accountancy qualification e.g. ACCA, CIMA, CIPFA.</li> <li>A Company Secretary qualification.</li> </ul>
Skills	
<b>Essential</b> <ul style="list-style-type: none"> <li>Ability to lead a team with excellent communication and people management skills.</li> <li>Strategic level decision-making skills in a fast paced and stakeholder-intensive environment.</li> <li>Business planning, objective setting, managing team and individual performance abilities.</li> <li>Ability to influence effectively at all levels.</li> <li>Ability to lead the team in delivering exceptional customer service.</li> <li>Effective management of staff, including deployment of performance appraisals to staff.</li> <li>Financial acumen and the proven ability to establish and monitor financial control systems and also manage risk.</li> <li>Ability to work under pressure, handle multiple priorities and meet deadlines.</li> <li>Competence in IT systems including Microsoft Office.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Coaching and mentoring skills.</li> <li>Expertise in managing and engaging a wide range of stakeholders to create sustainable partnerships.</li> <li>The ability to develop and implement commercial strategies in order to generate income.</li> </ul>
Knowledge and Experience	
<b>Essential</b> <ul style="list-style-type: none"> <li>Fundamental understanding of running a business, including financial and workforce (HR) aspects.</li> <li>Experience in delivery of strategic Key Performance Indicators.</li> <li>Proven experience of working with a Board of Directors.</li> <li>Experience of financial management at a strategic/operational level.</li> <li>Insight into safeguarding issues on a strategic and operational level.</li> <li>Previous experience of working in grassroots football or other sports-related governance industries.</li> <li>Understanding of football governance and development.</li> <li>Knowledge of relevant legislation including Company, Employment and Health &amp; Safety.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Knowledge and understanding of working with volunteers.</li> <li>Knowledge of marketing, communications and customer service.</li> <li>Experience of gaining sponsorship and commercial partnerships.</li> <li>Familiarity with the Code for Sports Governance.</li> <li>Understanding of The FAs' National Game Strategy and how the County Business Plans support its delivery.</li> </ul>

<b>Enhanced DBS Check Required</b>	YES
<b>Check Companies House Disqualified Directors Register?</b>	YES
<b>Clean Full Driving Licence</b>	YES

<b>The Role Holder will be expected to understand and work in accordance with the values described below</b>	
<b>NFA Value</b>	
<ul style="list-style-type: none"> <li>• <b>Accountable</b></li> <li>• <b>Professional</b></li> <li>• <b>Teamwork</b></li> <li>• <b>Respectful</b></li> </ul>	

<b>Created by:</b>	<i>Steve Ord (Chairman)</i>
<b>Date Role Profile Created:</b>	28/02/20
<b>Signed by Role Holder:</b>	
<b>Date signed:</b>	