

**RAF FA Chief Executive Officer
 Role Profile**

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| **Job Title** | Chief Executive Officer |
| **Reports to** | Chair of the Board of Trustees |

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| **Job Purpose** |
| * To lead delivery of The FA National Game Strategy and the Association Business Strategy.
* To be responsible and accountable for the day-to-day running of the Association.
* To spearhead the strategic direction and culture of the Association and act as an ambassador for grassroots football.
* To Chair Executive Committee meetings and ensure appropriate reporting channels to the Board are in place.
* Ensure financial resilience of the company.
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| **Direct Reports** | Heads of the Executive Committee report to the CEO. |

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| **Location** | Office of primary duty or homeworking. Additional travel to other locations or overnight stays as required. |
| **Working hours** | The role requires a commitment to attend 4Board meetings a year and 4 Executive meetings a year. Meetings will be held during the working week, are normally held anywhere in the UK or virtually and normally last in the region of 3hours.The CEO is also required to attend other FA meetings and ad hoc events held around the country and potentially overseas. |
| **Contract type** | This is a voluntary role which is not accompanied by any financial remuneration.County FA Expenses will be paid in line with the current Expense Policy of the RAF FA or as per RAF DRS authority.Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA. |

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| **Responsibilities** |
| * Ensure the Association works within agreed organisational values and delivers against its strategic objectives.
* Perform the duties of a Company Secretary and ensure that the Association complies with the requirements of the Companies Act 2006.
* Ensure budgets are managed appropriately and that resources are allocated in line with sound financial Principles.
* Guarantee that safeguarding is embedded throughout the Association in accordance with safeguarding legislation, FA Safeguarding Policy, best practice guidance and education programmes.
* Ensure that the Health and Safety policies and procedures are implemented consistently across the Association in line with Health and Safety legislation.
* Be responsible for the well-being, development and on-going performance of the workforce.
* Work with the Board of Directors on matters relating to finance, corporate governance, football development and football services, marketing, communications, public relations and risk management.
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| **Responsibilities** |
| * Attract increased investment into the Association by maximising assets and continually raising its image, profile and reputation.
* Be responsible for relationship management with The FA and RAF Central Fund to ensure that all activities are managed with integrity and the highest levels of compliance.
* Ensure that the Association effectively implements Operating Standards and Guidance Manuals produced by The FA.
* Build strategic partnerships with key stakeholders to improve delivery and increase relevance of football locally.
* Ensure that the Association is committed to promoting equality and diversity throughout all areas of its work and grassroots football.
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| **Person Specification** |
| **Qualifications** |
| Essential* Educated to degree level

(or equivalent work experience)* Must be serving in the RAF although the role is not rank specific
 | Desirable* Recognised management qualification

e.g. CMI, MBA* Recognised accountancy qualification

e.g. ACCA, CIMA, CIPFA* A Company Secretary qualification
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| **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
* Coaching and mentoring skills
* Financial acumen and the proven ability to establish and monitor financial control systems and manage risk
 | Desirable |

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| * Ability to develop and implement commercial strategies in order to generate income
* Ability to work under pressure, handle multiple priorities and meet deadlines
* Competence in IT systems including Microsoft Office
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| **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, Equality legislation, Employment and Health and Safety legislation
* Knowledge of Safeguarding
 | Desirable* Knowledge and understanding of working with volunteers
* Knowledge of marketing
* Comprehensive understanding of The FA’s National Game Strategy and how the County Business Plans support its delivery
* Previous experience of working in grassroots football or other sports-related governance industries
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| **Enhanced DBS Check required?** | No  |
| **Check Companies House Disqualified Directors Register?** | Yes |
| **Clean full driving licence?** | Yes |

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| **The Role Holder will be expected to understand and work in accordance with the values and behaviours described below**  |
| **FA Value** | **Behaviours** |
| **PROGRESSIVE** | Embraces new thinking in pursuit of continuous improvement* Identifies the need for, and actions change in direction, practice, policy or procedure
* Questions the way things are done and takes informed risks
* Continuously seeks to improve efficiency and performance
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| **RESPECTFUL** | Sets the standards for respectful behaviour across the game* Maintains people’s self-esteem when interacting with them
* Avoids pre-judgement when listening to suggestions from others
* Seizes the opportunity to apply FA standards at all times
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| **INCLUSIVE** | Champions and ensures that football is, and will remain, a game for everyone* Openly collaborates with colleagues and partners in the game
* Provides equal opportunity to people of different backgrounds, experience and perspective
* Seeks out and embraces new ways of thinking and working
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| **DETERMINED** | Tenacious and accountable. Serving the whole game and doing the right thing* Works relentlessly to overcome roadblocks or obstacles to achieve the goal
* Remains focused on seeing agreed goals through to completion taking pride in their work
* Maintains motivation for their team and themselves
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| **EXCELLENT** | The very best outcome achieved by sustained excellence in performance* Seeks to achieve the highest levels of performance at all times
* Can be persistent to achieve a standard that others consider impossible
* Challenges others to go further and achieve more
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| **Job Description reviewed and modified by:** |  |
| **Date Job Description reviewed and modified:** |  |
| **Job Description agreed on behalf of the Association by:** |  |

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| **Signed by role holder (on appointment):** |  |
| **Date signed:** |  |