

## Role Profile

<b>Job Title</b>	<b>Chief Executive Officer (CEO)</b>		
<b>Reports to</b>	<b>The Chairman of the Board of Directors</b>	<b>Jobs Reporting into the Job Holder:</b>	<b>All staff members, currently 7</b>
<b>1. Job Purpose</b>			
<ul style="list-style-type: none"> <li>(a) To be responsible for leading the organization and to ensure the effective delivery of its Business Plan</li> <li>(b) To deliver the priorities and targets of the County FA Business Plan and The FA's National Game Strategy</li> <li>(c) To deliver the AFA Strategic Plan</li> </ul>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Development and implementation of the Alliance's Business Plan and Company policies and procedures</li> <li>• Developing and implementing strategies to grow profitability</li> <li>• Establishing and monitoring operational plans and financial controls systems</li> <li>• Ensure the Company has adequate resources (including staff with the right skills and expertise) and is appropriately organized/structured to deliver successfully against the approved strategy and performance measures/standards</li> <li>• Manage the CFA workforce (recruit and performance manage) and maintain an effective Senior Management Team and fit-for-purpose staffing structure</li> <li>• Develop and manage relationships with contractors and business partners that enhance/support the services of the Company</li> <li>• Ensure company is compliant with all relevant legislation, employment legislation, and Safeguarding Operations Standards</li> </ul>			
<b>3. Knowledge/Experience/Skills</b>			
<b>a) Knowledge/Experience</b>			
<b>Essential:-</b>		<b>Desirable:-</b>	
<ul style="list-style-type: none"> <li>• <b>Understanding of The FA's National Game Strategy</b></li> <li>• <b>Financial and commercial competence</b></li> <li>• <b>Working knowledge of Company law</b></li> <li>• <b>Experience of leading, managing and development of staff</b></li> <li>• <b>An understanding of football governance and development</b></li> <li>• <b>Knowledge of building regulations, laws and risks assessment</b></li> <li>• <b>Demonstrate a working understanding and application of inclusion equality and anti-discrimination, safe and best practice</b></li> <li>• <b>Understanding of risk management procedures for all aspects of</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Sage accounting and/or similar e.g. Xero</b></li> <li>• <b>Full Driving License</b></li> <li>• <b>Sport/Football experience</b></li> <li>• <b>CFA operations</b></li> <li>• <b>Experience of change management and tools to assist this</b></li> <li>• <b>A working knowledge/experience of Business improvement models</b></li> </ul>	

<p><b>the business, including health and safety and the policies and procedures to support this</b></p> <ul style="list-style-type: none"> <li>• <b>Ability to support and manage a voluntary Committee structure</b></li> <li>• <b>Working knowledge of parts of the Companies Act 2006 relevant to a Company Limited by Guarantee and one operating on a charitable basis and any other UK/EU legislation as appropriate to the business</b></li> <li>• <b>Competent in the use of IT and computers</b></li> <li>• <b>Knowledge in marketing and commercial functions of the business</b></li> <li>• <b>Passion and knowledge of grass roots football</b></li> </ul>	
<p><b>b) Skills and Behaviours – as defined in County Football Association Competency Model</b></p>	
<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Teamwork</li> <li>• Communicating</li> <li>• Delivery</li> <li>• Customer Excellence</li> <li>• Developing Self and Others</li> <li>• Leadership</li> </ul>	