

Role Profile

Job Title	Chief Executive Officer
Reports to	Chair of the Board of Directors

Job Purpose	
To be responsible and accountable for the day-to-day running of Cheshire County Football Association and to ensure the effective delivery of its Business Plan and National Game Strategy	
Direct Reports	Senior Management Team – Football Development Manager, Designated Safeguarding Officer, Business Support Manager, Compliance and Regulations Manager.

Location	Cheshire FA, Moss Farm Leisure Complex, Northwich, CW8 4BG
Working hours	Full Time, 35 hrs a week including weekend and evening work
Contract type	Permanent

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

- Build strategic partnerships with key stakeholders to improve delivery and increase relevance of football locally

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

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
- Ability to lead the team in delivering exceptional customer service
- Effective management of staff, including deployment of performance appraisals to staff
- Financial acumen and the proven ability to establish and monitor financial control systems and manage risk
- Ability to work under pressure, handle multiple priorities and meet deadlines
- Competence in IT systems including Microsoft Office

Desirable

- Coaching and mentoring skills
- Expertise in managing and engaging a wide range of stakeholders to create sustainable partnerships
- The ability to develop and implement commercial strategies in order to generate income

Knowledge and Experience

Essential

- A track record in a senior leadership role in community and/or professional sports or a related field

Desirable

- Knowledge and understanding of working with volunteers
- Knowledge of marketing, customer service
- Experience of gaining sponsorship
- Familiarity with the Code for Sports Governance

<ul style="list-style-type: none"> • Fundamental understanding of running a business, including financial and workforce (HR) aspects • Experience in delivery of strategic Key Performance Indicators • Proven experience of working with a Board of Directors • Experience of financial management at a strategic/ operational, with business acumen. • Insight into safeguarding issues on a strategic and operational level • Previous experience of working in grassroots football or other sports-related governance industries • Understanding of football governance and development • Knowledge of relevant legislation including Company, Employment and Health and Safety legislation 	<ul style="list-style-type: none"> • Understanding of The FAs' National Game Strategy and how the County Business Plans support its delivery
Enhanced DBS Check Required	YES
Check Companies House Disqualified Directors Register?	YES
Clean Full Driving Licence	YES

The job 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 <ul style="list-style-type: none"> • 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
RESPECTFUL	Sets the standards for respectful behaviour across the game <ul style="list-style-type: none"> • 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
INCLUSIVE	Champions end ensures that football is, and will remain, a game for everyone <ul style="list-style-type: none"> • 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
DETERMINED	Tenacious and accountable. Serving the whole game and doing the right thing <ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal

	<ul style="list-style-type: none"> • Remains focused on seeing agreed goals through to completion taking pride in their work • Maintains motivation for their team and themselves
EXCELLENT	<p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> • 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

Created by:	<i>Cheshire FA Chair, David Edmunds</i>
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