**Role Profile**

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

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| **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, Finance Manager, Football Services Manager |

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| **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 |

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| **Responsibilities** |
| * 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 |

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

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| **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**   * 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**   * 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**   * 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**   * 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 |
| 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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| **Created by:** | *Cheshire FA Chair, David Edmunds* |
| **Date Role Profile Created:** | 02/01/20 |
| **Signed by Role Holder:** | D E Edmunds |