**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

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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
* 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

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