

# Role Profile/Job Description



<b>Job Title:</b>	Chief Executive Officer		
<b>Reports To:</b>	Board of Directors Quarterly Reports to Board	<b>Jobs Reporting into the Job Holder:</b>	Head of Football Services Head of Development & Facilities Head of Business Support
<b>1. Job Purpose</b>			
<ul style="list-style-type: none"> <li>To be responsible and accountable for strategic and the day to day running of the Derbyshire Football Association Limited and to ensure the effective delivery of its Business Plan.</li> <li>To be accountable to the Board of Directors on matters relating to the Business Plan including workforce, legal and financial matters, Safeguarding, football development, football governance and administration, GDPR, marketing, communications and public relations and risk management.</li> <li>Act as Company Secretary to ensure legal compliance across all areas of the business</li> </ul>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<ul style="list-style-type: none"> <li>Compile the County's Business Plan and Strategy in line with the Company's vision with the support of and for approval by the Board of Directors.</li> <li>Delivery of all objectives of the Association's Business Plan and Strategy with the support of the relevant Committees and Staff.</li> <li>Development and presentation of progress reports on the delivery of the Business Plan and Strategy to the Board of Directors for regular monitoring and evaluation.</li> <li>Development and implementation of the Association's marketing and public relations strategies</li> <li>Develop and maintain positive and productive relationships with The Football Association, Clubs and Leagues and other key football stakeholders</li> <li>Develop and manage relationships with contractors and business partners which enhance/support the services of the Company</li> <li>All human resource management to support the delivery of the Business Plan/Strategy. This includes the implementation staff policies and procedures to ensure compliance with UK and EU employment legislation, recruitment, performance management, training and development.</li> <li>Ensure that an information technology structure is implemented and appropriately maintained to satisfy the requirements of The Football Association and the County FA</li> <li>Implementation and regular monitoring of health and safety and risk management audits, policies and procedures, for all areas of the business</li> <li>Ensure that the Company's facilities are maintained, resourced and fit for purpose.</li> <li>Act as Company Secretary and ensure that the Company complies with the requirements of the Companies Act 2006</li> <li>Manage the business improvement plan for the Company</li> </ul>			

### 3. Knowledge/Experience/Technical Skills/Behaviours

#### a) Knowledge/Experience/Technical Skills

##### Essential:-

- Comprehensive understanding of The FA's National Game Strategy and how County Business Plans support its delivery
- Ability to think and work strategically
- Write and implement comprehensive and achievable business plans
- Financial and commercial competence
- Working knowledge of Company Law
- Experience of leading, managing and developing an effective staff team
- An understanding of football governance and development
- demonstrate excellent communication, presentation and customer service skills
- Negotiation skills
- Knowledge of building regulations, laws and risk assessment
- Understanding and application of equality and diversity
- A working understanding and application of inclusion, equality and anti – discrimination, safeguarding procedures and best practice
- Understanding of risk management procedures for all aspects of the business, including health and safety and Safeguarding and the policies and procedures required to support this
- Understanding of the challenges of working in a voluntary organisation. To support and manage a voluntary Committee structure to work efficiently in support of the professional staff to deliver the Business Plan
- Working knowledge of parts of the Companies Act 2006 relevant to a Company Limited by Guarantee and any other UK/EU legislation as appropriate to the business
- Competent in the use of IT and computers
- Knowledge in marketing and commercial functions of the business

##### Desirable:-

- Sage / Xero accounting
- A valid UK/EU Driving Licence
- Sport/Football experience
- CFA operations
- Passion and knowledge of grass roots football
- Experience of change management and tools to assist this
- A working knowledge/experience of Business improvement models

**b) Behaviours – as defined in County Football Association Competency Model**

- Problem Solving
- Teamwork
- Communicating
- Delivery
- Customer Excellence
- Developing Self and Others
- Leadership

**Further Information**

***Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?***

**YES**

Where the answer to the above question is **YES** the following wording will be included in any advertisement

“As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”

Completed by Name/Role	D Heron (CEO)
Signature	Dawn Heron
Date	08.08.18