

DERBYSHIRE FA



**DERBYSHIRE FA**  
**CHIEF EXECUTIVE OFFICER**  
**VACANCY PACK**





ENGLAND  
FOOTBALL

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## 1. THE ROLE

We're looking for a new Chief Executive Officer to be responsible and accountable for the day-to-day running of the Derbyshire FA, to spearhead the strategic direction and culture of the association and act as an ambassador for grassroots football.

We are seeking to recruit an inspiring, dynamic and highly motivated individual with a proven track record in business. The successful candidate will have a passion for football and demonstrable experience of leading organisation through change.







## 2. ABOUT DERBYSHIRE FA

Derbyshire FA is the governing body for football in Derbyshire. We are responsible for leading, serving and developing the game at grassroots level.

We are on a mission to support and connect with the footballing community in Derbyshire, providing a safe and inclusive environment for all.

We pride ourselves on the following values:

### INNOVATION

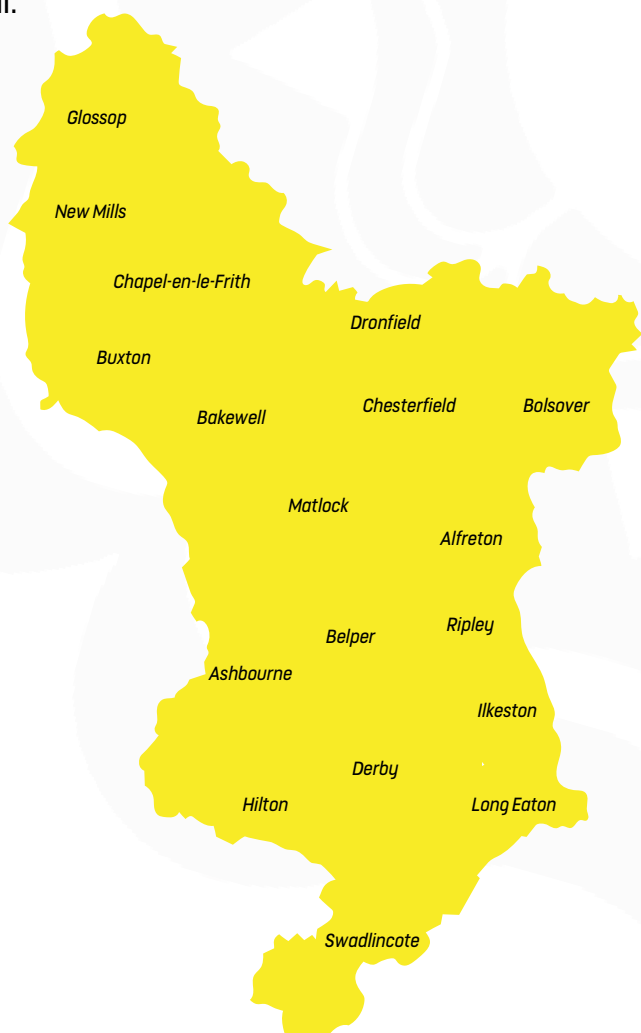
Adopting new technologies and digital platforms for training and communication, encouraging creativity to our community.

### INSPIRATION

Showcasing success stories, celebrating local talent and leading by example with teamwork, perseverance, and fair play.

### INCLUSION

Implementing programs that ensure underrepresented groups can participate in all areas of football.







### 3. ROLE DESCRIPTION

Role Title	Chief Executive Officer
Reports to	Chair of the Board of Directors
Location	Derbyshire FA, 8 & 9 Stadium Business Court, Millennium Way, Derby, DE24 8HP

#### JOB PURPOSE

- To lead delivery of The FA Grassroots Football Strategy and the Derbyshire FA Business Strategy.
- To be responsible and accountable for the day-to-day running and governance of the Derbyshire FA.
- To spearhead the strategic direction and culture of the Derbyshire FA and act as an ambassador for grassroots football.
- To perform the role of Senior Safeguarding Lead (SSL) as outlined in The FA's Safeguarding 365 Standard for County FAs, overseeing effective safeguarding delivery across the Derbyshire FA and grassroots football.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

#### JOB RESPONSIBILITIES

- Ensure the Derbyshire FA works within agreed organisational values and delivers against its strategic objectives.
- Perform the duties of a Company Secretary and ensure that the Derbyshire FA complies with the requirements of the Companies Act 2006.
- Ensure the principles of good governance are upheld by implementing and maintaining The FA's Code of Governance for County FAs.
- Manage budgets through appropriate systems and processes and allocate resources to ensure that the Derbyshire FA operates within sound financial principles.
- Maintain an oversight of all the Derbyshire FA policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Accountable for ensuring that safeguarding is embedded throughout the Derbyshire FA and grassroots football in accordance with safeguarding legislation, FA Safeguarding Policy, best-practice guidance and education programmes.
- Ensure the Board receives regular updates on safeguarding and are provided with all the information they require to fulfil their governance oversight duties and to scrutinise ongoing safeguarding policies and procedures.
- Embed safeguarding responsibilities and accountabilities into the Derbyshire FA Business Strategy, Budget, Risk Register and Operational Plan.
- Accountable for ensuring that staff and volunteers deployed by the Derbyshire FA are suitable for their roles and uphold the values and behaviours of the Derbyshire FA through a safer recruitment policy and that this policy is applied to new appointments.



- Lead investigations into allegations made against Derbyshire FA staff or volunteers and/or other volunteers directly deployed on behalf of the Derbyshire FA to work with under-18s and adults at risk, including those who work on a temporary or locum basis.
- Generate a culture of listening to children and ensure there are processes in place to consider children and young people's views as part of the decision-making process.
- Ensure that the Health and Safety policies and procedures are implemented consistently across the Derbyshire FA in line with Health and Safety legislation.
- Responsible for the wellbeing, development and ongoing performance of the workforce.
- Work with the Board on matters relating to finance, corporate governance, football development, football services, marketing, communications, public relations and risk management.
- Attract increased investment into the Derbyshire FA by maximising assets and continually raising its image, profile and reputation.
- Responsible for relationship management with The FA and ensure that all activities are managed with integrity and the highest levels of compliance.
- Build strategic partnerships with key stakeholders to improve delivery and increase relevance of football locally.
- Ensure the Derbyshire FA is committed to promoting equality and diversity throughout all areas of its work and grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems.
- Execute tasks as required to meet the Derbyshire FA changing priorities.





## PERSON SPECIFICATION

### ESSENTIAL

- Educated to degree level (or equivalent work experience).
- 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.
- Expertise in managing and engaging a wide range of stakeholders to create sustainable partnerships.
- Ability to lead the team in delivering exceptional customer service.
- Coaching and mentoring skills.
- Financial acumen and the proven ability to establish and monitor financial control systems and manage risk.
- Ability to develop and implement commercial strategies to generate income.
- Ability to work under pressure, handle multiple priorities and meet deadlines.
- Excellent IT skills including the use of Microsoft Office applications.
- Fundamental understanding of running a business, including finance and human resource management.
- Experience in delivery of strategic objectives.
- Understanding of football governance and development.
- Knowledge of relevant legislation including company law, equality legislation, employment and health and safety legislation.
- Knowledge and understanding of safeguarding.
- Comprehensive understanding of The FA's Grassroots Football Strategy and how the County FA Business Plans support its delivery.
- Previous experience of working in grassroots football or other sports-related governing bodies.
- A clean, full driving licence.

### DESIRABLE

- Recognised management qualification e.g. CMI, MBA.
- Recognised accountancy qualification e.g. ACCA, CIMA, CIPFA.
- A company secretary qualification.
- Knowledge and understanding of working with volunteers.
- Knowledge of marketing.



**The job holder will be expected to understand and work in accordance with these strategic priorities described below.**

<b>IMPROVE PLAYING CHOICE AND OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• Evolve the youth game.</li> <li>• Improve team-based football for adult male players.</li> <li>• Create more opportunities to play safe, inclusive casual football.</li> <li>• Support the disability game to grow and thrive.</li> </ul>
<b>DEVELOP EQUAL OPPORTUNITIES FOR WOMEN &amp; GIRLS</b>	<ul style="list-style-type: none"> <li>• Evolve the youth game.</li> <li>• Improve team-based football for adult male players.</li> <li>• Create more opportunities to play safe, inclusive casual football.</li> <li>• Support the disability game to grow and thrive.</li> </ul>
<b>BUILD MORE AND IMPROVE EXISTING FACILITIES</b>	<ul style="list-style-type: none"> <li>• Transform grass pitch quality.</li> <li>• Build more 3G pitches.</li> <li>• Create inclusive and accessible facilities.</li> <li>• Improve environmental sustainability.</li> </ul>
<b>TACKLE POOR BEHAVIOUR</b>	<ul style="list-style-type: none"> <li>• Apply tougher sanctions.</li> <li>• Promote positive behaviour.</li> <li>• Drive collective responsibility across the game to raise standards.</li> </ul>
<b>DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES</b>	<ul style="list-style-type: none"> <li>• Grow the number of people running the game.</li> <li>• Improve the diversity of those running the game.</li> <li>• Support those running the game to learn and develop.</li> <li>• Celebrate and reward those running the game.</li> </ul>
<b>SUPPORT THRIVING COMMUNITY CLUBS</b>	<ul style="list-style-type: none"> <li>• Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation.</li> <li>• Help clubs to become more sustainable.</li> <li>• Support the current and future generation of club leaders.</li> <li>• Equip clubs to add value to their local communities.</li> </ul>
<b>CONNECT AND SERVE PARTICIPANTS</b>	<ul style="list-style-type: none"> <li>• Make it easier to find information and opportunities to play, volunteer and learn.</li> <li>• Improve our customer service and communications.</li> <li>• Develop our digital tools to make running the game easier.</li> <li>• Explore digital opportunities to enhance the football experience.</li> </ul>
<b>PROGRESS THE GAME'S GOVERNANCE</b>	<ul style="list-style-type: none"> <li>• Promote the highest levels of governance across the grassroots network.</li> <li>• Evolve local Football Associations focused on developing football For All.</li> <li>• Support the grassroots game to be financially robust.</li> <li>• Support the game to be safe and well-run.</li> </ul>





## 4. HOW TO APPLY

- Complete the [Online Application Form](#) by 12pm, Monday 12th May 2025.  
Please note that no applications will be accepted after this time.
- The application form cannot be saved so we recommend completing your answers in a Word document prior and then transferring this into the application form ahead of submission.  
Please prepare:
  - A CV setting out your career history, with responsibilities and achievements, details of your salary expectations (in confidence) and preferred contact details
  - A supporting statement (or covering letter) of no more than two pages, which fully addresses the criteria in the job description and person specification
  - Details of two referees who can speak authoritatively about you together with a brief statement of the capacity and over what period of time they have known you.
- Complete the [Equality and Diversity Monitoring Form](#). Please note that completing this form is entirely voluntary.

## 5. SELECTION PROCESS

- Applicants selected will be contacted by 1pm on Wednesday 14<sup>th</sup> May 2025. If you have not heard from us by this date, unfortunately you have been unsuccessful on this occasion.
- Interviews will take place on Monday 19<sup>th</sup> May 2025.
- If required, second interviews may be held to determine the most suitable candidate for the role.

If you would like to explore the fundamentals of this role further, please contact the following:

- Frank McArdle, Derbyshire FA, Chair of the Board | [frankmcardle@hotmail.com](mailto:frankmcardle@hotmail.com)
- Gavin Lemmon, The FA, CFA Regional Manager (East) | [gavin.lemmon@thefa.com](mailto:gavin.lemmon@thefa.com)





**DERBYSHIRE COUNTY  
FOOTBALL ASSOCIATION**