



**DERBYSHIRE FA**

# **APPLICATION PACKAGE**

**FOOTBALL OPERATIONS MANAGER**





# DERBYSHIRE FA

## Football Operations Manager

### Contents

1. The Role
2. Role Description
3. How to apply
4. Selection Process

1. **The Role**

Derbyshire County FA are committed to equality of opportunity and welcome applications from all sections of the community. The successful candidate will be responsible for leading and managing the Football Operations department.

2. **Role Description**

Role Title	Football Operations Manager
Reports to	Chief Executive Officer
Location	Derbyshire County FA, 8 & 9 Stadium Business Court, Millennium Way, Pride Park, Derby, DE24 8HP
Salary Range	£30k-40k
Term	Fixed term until 30 <sup>th</sup> June 2024 (subject to further funding)

### **Job Purpose**

- To support the delivery of The FA National Game Strategy in the CFA as part of the Senior Management Team with the Football Development Manager, Safeguarding and Equality Manager and the Chief Executive Officer.
- To provide strategic, innovative and professional direction to our Football Operations. The role will ensure the provision of compliant effective and efficient adherence of The Football Associations Regulations.
- To manage the financial profiling of Derbyshire FA and provide regularly reports to the CEO.
- To manage an effective and efficient programme of events including; County Cup, Discipline, Registrations, Memberships, Sanctioning and Media and Marketing service for CFA.
- To manage and maintain the assets of Derbyshire FA.
- To Identify new and maximise existing corporate sponsorship and partnership opportunities to generate additional revenue for reinvestment back into grassroots football.
- To support in the delivery of diversity and inclusion targets and in creating a more inclusive culture across the CFA

- Ensure that the CFA effectively implement and maintain the FA's Safeguarding 365 Standard within Football.

## 2. Principal Accountabilities/Responsibilities

### Managerial

- To proactively challenge the delivery of officers to ensure that targets and goals are met.
- To work effectively with the Senior Management Team developing a holistic approach to the Business strategy.
- To effectively line manage those officers reporting to the role holder and ensure FA Performance Management systems are in place and are adhered to.
- To manage all attributed financial budgets aligned to the role holder and to report effectively to the CEO.
- To be a key member of the Senior Management Team and contribute effectively to the running of the business.
- To provide Monthly, Quarterly and Annual Management Information (including a bespoke Business Dashboard) as requested by the SMT.
- To produce accurate and relevant management information to improve performance and inform decision-making of the Business.
- To manage, co-ordinate and lead on 'assigned' Business Projects.
- To actively contribute to the delivery of the National Game Strategy at a local level.
- To manage and develop a Customer Excellence proposition and oversee its effective delivery within our organisation.
- To ensure that all complaints are dealt with effectively in line with the Derbyshire FA complaints procedures
- Execute tasks as required to meet the CFA changing priorities.

### Financial Management

- To support the CEO with the production of effective budgets
- To review the budgets alongside actual financial performance
- Be the key contact for all banking and investments, ensuring that optimal levels of cash reserves, are effectively managed and reported to the CEO on a regular basis
- Ensure employee and volunteer expenses are correctly managed.
- Oversee the accounting software ensuring it's accurate and up to date
- Ensure compliance with external regulatory agencies such as HMRC, accountants and auditors.
- Ensure all internal controls required to operate a sound financial and management accounting system are in place.
- Effectively manage short- and medium-term cash flow.

### Regulations & Sanctions

- To manage and co-ordinate the administrative requirements of the Regulatory, Sanctioning and Disciplinary processes within Grassroots Football, in accordance with The FA Rules and Regulations.
- To manage the sanctioning of all club/league tournaments/festivals and competitions are sanctioned in accordance with FA Regulations.
- To manage and coordinate the annual Adult SCOR (Standard Code of Rules) and Youth SCORY (Standard Code of Rules for Youth) process.
- To co-ordinate the annual league sanction process ensuring all member leagues are sanctioned in accordance with FA Regulations.
- To co-ordinate the annual Derbyshire FA provision of resource at all sanctioned league AGM's.
- To oversee any appeals made by a club in relation to a decision made by a league.

### Competitions Management

- To oversee the effective and efficient administrative structure for all County Cup Competitions.
- To oversee a continuous annual operations review and a longer-term competitions strategy.
- To ensure all competitions rules are managed and maintained effectively and efficiently and those competing adhere to them.
- To plan, implement, and manage all resources for county cup fixtures and events and competition finals.
- To manage and coordinate effectively The FA's Ticket Allocations.
- Technology Management or Innovation & Modernisation Management
- To oversee and coordinate the effective use of The FAs Whole Game System.
- To oversee any future implementation's and additions to The FA WGS.

- To develop digital and IT platforms to enable effective delivery of the strategy and meet the needs of the game in Derbyshire.

#### **Event Management & Customer Excellence**

- To validate any event delivered by or associated to Derbyshire FA.
- To facilitate a full audited compliance and sign off process, prior to commencement or communication of an event.
- To ensure the 'Designated Event Coordinator' is on track to deliver prior to the event.
- To coordinate post event debriefs.
- To work with the Football Development Manager to ensure that there is a clear Customer Excellence Strategy that puts the customers at the heart of what we do.
- To lead on and register all Derbyshire FA Events whilst collating a central point for customer service feedback.
- To ensure all Derbyshire FA events and sanctioned festivals/competitions are fully compliant.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the CFA Youth Engagement Strategy.

#### **Partnerships:**

- Identify, approach and conclude partnership agreements with organisations in the local/regional business community, ensuring such agreement do not conflict with central FA partnerships.
- Identify, approach and conclude partnership agreements with non-commercial organisations in the local regional community (e.g. mutually-beneficial agreements with charities), ensuring such agreements do not conflict with central FA partnerships.
- Ensure formal contracts are in place with all partners, whether commercial or non-commercial.
- Manage new and existing commercial and non-commercial partnerships to ensure mutual expectations are delivered.
- Ensure renewal negotiations are started well in advance of all agreements' expiry dates.

#### **Safeguarding:**

- To work in accordance with The FA Safeguarding 365 Standards and abide by the Safeguarding Code of Conduct.
- Deputise in the absence of the Designated Safeguarding Officer
- Collaborate with the DSO to ensure the affiliation, sanctioning and registration processes are managed effectively and safeguarding requirements are met by clubs, leagues and referees.
- Manage the finances, so that safeguarding spend can be easily tracked;

### **Knowledge/Experience/Technical Skills**

#### **Essential**

- Graduate/Graduate calibre
- Proven leadership skills
- Proven competency in the use of IT and database systems.
- Experience of financial management and use of accounting software e.g. Xero
- Financial management
- Excellent organisational and time management skills with the ability to work under pressure and meet deadlines.
- Goal setting and planning
- Excellent communication and presentation skills
- Proven track record of managing staff and teams
- Knowledge and experience of CRM systems.
- Knowledge of FA Regulations and Sanctions
- Knowledge of County and FA Competition Structure.

#### **Desirable:**

- Awareness of the political and functional workings of County FAs.
- Knowledge and experience of working with Derbyshire FA Member Clubs and Leagues.
- Knowledge of league and club structures.
- Financial Qualification or experience
- Knowledge of The FA Whole Game, Full-Time System and other FA Systems.
- Ability to identify and progress new opportunities.
- Ability to work with minimum supervision and set priorities.

<ul style="list-style-type: none"> <li>▪ The ability to demonstrate effective performance management.</li> <li>▪ Innovative problem solving and decision-making skills.</li> <li>▪ Strong project management skills.</li> <li>▪ Ability to monitor and evaluate programme delivery</li> <li>▪ Demonstration of equality in action</li> <li>▪ Clear and accurate written and verbal communication skills, with a customer-centric mentality.</li> <li>▪ A team player, able to work with and support a variety of internal business functions.</li> <li>▪ A working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice</li> <li>▪ A passion for sport and sports business.</li> <li>▪ Significant administrative experience.</li> <li>▪ Full UK Driving Licence.</li> </ul>	
--	--

**The Role Holder will be expected to understand and working accordance with Derbyshire FA values and behaviours as described below.**

DCFA Values	Behaviours
Accountable	Taking responsibility for everything we do
Adaptable	Responsive to changing the needs of our community
Collective	Working together, for the better of football
Innovative	Exciting ways to do new things

Role Profile agreed by the Board of Derbyshire County FA and signed by Chief Executive Officer:	Name	Signature
	Ricky Stevenson	R.Stevenson
Date Role Profile agreed by the Board	Tuesday 15 <sup>th</sup> August 2023	

### 3. How to apply

- To apply for the role, please complete the application form to this link:

[Football Operations Manager - Application Form](#)

### 4. Selection Process

Applications must be submitted before midnight on Sunday 17<sup>th</sup> September 2023.  
Afterwards, successful applicants will be selected for interview on Friday 29<sup>th</sup> September 2023.

If you would like to apply for the Derbyshire County FA Football Operations Manager vacancy, please ensure you complete the online application form as detailed in the application pack. If you have any queries or questions regarding the role, please contact Ricky Stevenson, Chief Executive Officer, [ricky.stevenson@derbyshirefa.com](mailto:ricky.stevenson@derbyshirefa.com)

Closing date for applications: Midnight on Sunday 17<sup>th</sup> September 2023.

