

APPLICATION PACK

CHIEF EXECUTIVE OFFICER
AT DEVON COUNTY FA



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Who are the Devon FA?

Devon County Football Association is the governing body for football in Devon., and as such is responsible for providing the structure and support that enables players, volunteers and referees from across Devon to develop and enjoy the beautiful game..

Our vision is to Enhance Lives through Football in Devon, as part of our role to Unite and serve Devon football to provide an inclusive and enjoyable experience for all.

We operate within a high performing organisation and, being in the second year of our latest 3-year strategy, this is an exciting time to join the team behind football in Devon.

[Click here to view our 3.year strategy.](#)

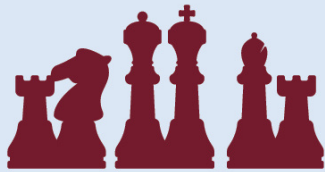


DEVON COUNTY FA

STRATEGY 2021 – 2024



OUR VISION - ENHANCING LIVES THROUGH FOOTBALL IN DEVON



OUR ROLE - UNITE & SERVE DEVON FOOTBALL TO PROVIDE AN INCLUSIVE & ENJOYABLE EXPERIENCE FOR ALL

WHAT DO WE WANT TO DO?

ENSURE DEVON FA IS SAFE, INCLUSIVE AND DIVERSE

DEVELOP A SUSTAINABLE AND FINANCIALLY SECURE CFA TO SUPPORT FOOTBALL IN DEVON

RESTART FOOTBALL FOLLOWING THE PANDEMIC, SUSTAIN AND INCREASE PARTICIPATION FOR ALL FORMATS

RETAIN, ENHANCE AND DEVELOP NEW FACILITIES IN DEVON

INCREASE & DEVELOP THE WORKFORCE SUPPORTING DEVON FOOTBALL

IMPROVE THE IMAGE OF DEVON FA AND IT'S IMPACT/ AND SUPPORT FOR ALL FOOTBALL IN DEVON

HOW ARE WE GOING TO DO IT?

ACHIEVE THE FOUNDATION STANDARD IN 2021 AND PRELIMINARY EQUALITY STANDARD IN 2022

DEVELOP AND DELIVER AN EQUALITY ACTION PLAN

CREATE A HEALTH AND WELL-BEING STRATEGY TO SUPPORT FOOTBALL PARTICIPANTS

MEET THE FA SAFEGUARDING OPERATION STANDARD ANNUALLY

ACHIEVE CODE OF GOVERNANCE BY THE 2023/24 SEASON

REINVEST A MINIMUM OF £240,000 INTO FOOTBALL IN DEVON ACROSS THE STRATEGY

DEVELOP A "WHAT IF" COMMITTEE THAT SUPPORTS FOOTBALL AT RISK

SUPPORT THE RETURN OF THE DEVON ABILITY COUNTS LEAGUE AND THEIR CLUBS

DEVELOPMENT OF A CLUB RETENTION PROGRAMME WITH A FOCUS ON THE ADULT MALE 11V11 GAME

1000 NEW FEMALES INVOLVED IN FOOTBALL

80% OF OUR LEAGUES IN DEVON TO BE AWARDED ENGLAND FOOTBALL ACCREDITATION

100 IMPROVED GRASS PITCHES

DEVELOP THREE NEW 3G FACILITIES IN DEVON

DEVELOP A DEVON SPECIFIC GROUNDSPERSON ASSOCIATION TO PROVIDE EDUCATION AND SITE SUPPORT

DEVELOP A TRAINING PROGRAMME AND TECHNOLOGY SURGERY OPEN TO ALL VOLUNTEERS

DEVELOP A NEW DEVON FA COACHES ACADEMY

ENHANCE THE REFEREE DEVELOPMENT AND RETENTION PROGRAMME

DEVELOP A FOCUS GROUP THAT ENHANCES THE IMAGE AND DEVELOPS COMMUNICATION CHANNELS OF THE CFA

DEVELOP A TRANSPARENT YOUTH ENGAGEMENT STRATEGY FOR ANYONE INVOLVED IN FOOTBALL UNDER AGE OF 18

DOUBLE OUR SOCIAL MEDIA REACH ACROSS ALL FORMATS (17,500 FOLLOWERS)

PHYSICAL HEALTH

MENTAL HEALTH

COMMUNITY ENGAGEMENT

INVESTMENT GROWTH

HEALTH & WELLBEING

DEVELOP A STRONGER WORKFORCE

WORK IN COLLABORATION

THINK OUTSIDE THE BOX

LOCAL PLACED INTERVENTION & PLANNING

OUR VALUES

Role, Description & Specification

We are seeking to recruit an inspiring, dynamic, and motivated leader as our new Chief Executive Officer.

The successful applicant will be a highly skilled and enthusiastic individual with a passion for football and a track record in strategic leadership of a small to medium sized business.

Job Purpose

- To lead delivery of The FA Grassroots Football Strategy and the Devon County FA Business Strategy.
- To be responsible and accountable for the day-to-day running of the Devon County FA and its facilities.
- To spearhead the strategic direction and culture of the Devon County 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 for County FAs, overseeing effective safeguarding delivery across the Devon County 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.
- To lead and encourage the wider Devon footballing community (including any professional clubs within the County) to enhance community engagement, inclusion and cohesion in many of our football objectives.

Job Title	Chief Executive Officer
Reports To	Chair of the Board of Directors
Location	Devon County FA, Coach Road, Newton Abbot, TQ12 1EJ
Hours	36.25 hours per week, including evening & weekends
Closing Date	Monday 20th March

Job Description and Person Specification

Responsibilities

- Ensure the Devon FA works within agreed organisational values and delivers against its strategic objectives.
- Perform the duties of a Company Secretary and ensure that the Devon County 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 Devon County FA operates within sound financial principles.
- Maintain an oversight of all the Devon County FA policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Accountable for ensuring that safeguarding is embedded throughout the Devon County 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 Devon County FA Business Strategy, Budget, Risk Register and Operational Plan.

Job Description and Person Specification

Responsibilities

- Accountable for ensuring that staff and volunteers deployed by the Devon County FA are suitable for their roles and uphold the values and behaviours of the Devon County FA through a safer recruitment policy and that this policy is applied to new appointments.
- Lead investigations into allegations made against Devon County FA staff or volunteers and/or other volunteers directly deployed on behalf of the Devon County 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 Devon County 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 Devon County 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

Job Description and Person Specification

Responsibilities

- Build strategic partnerships with key stakeholders to improve delivery and increase relevance of football locally.
- Ensure the Devon County 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 (FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required in order to meet the Devon County FA changing priorities.
- To be an ambassador of the Association, and support leagues, clubs, our council, and volunteers in Devon.

Job Description and Person Specification

Person Specification	
Qualifications	
<p>Essential</p> <ul style="list-style-type: none">Educated to degree level (or equivalent work experience).	<p>Desirable</p> <ul style="list-style-type: none">Recognised management qualification e.g. CMI, MBA.Recognised accountancy qualification e.g. ACCA, CIMA, CIPFAA company secretary qualification.
Knowlegde & Experience	
<p>Essential</p> <ul style="list-style-type: none">Fundamental understanding of running a business, including finance and human resource management.Experience in delivery of strategic objectivesUnderstanding 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.	<p>Desirable</p> <ul style="list-style-type: none">Comprehensive understanding of The FA's Grassroots Football Strategy and how the County FA Business Plans support its delivery.Knowledge and understanding of working with volunteers.Knowledge of marketing.Previous experience of working in grassroots football or other sports-related governing bodies.

Job Description and Person Specification

Skills	
Essential	<ul style="list-style-type: none">• 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.

Clean, full driving licence?	YES
Check required on Companies House qualified directors' register?	YES
Enhanced DBS Check required?	YES

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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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 and ensures that football is, and will remain, a game for everyone: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Seeks to achieve the highest levels of performance at all times• Persistent to achieve a standard that others consider impossible• Challenges others to go further and achieve more

Safeguarding

Devon FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process.

The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the information provided.

Equality & Diversity

Devon FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

The form can be completed [here](#).



Application & Selection Process

Please submit your CV, and cover letter via email to (**paul.morrison@devonfa.com**), as well as completing the Equality and Diversity Monitoring Form and return to Devon FA no later than 5pm on **Monday 20th March**.

Applications received after deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.

Receipt of applications will not be acknowledged.

Shortlisted applicants will be contacted by **Wednesday 22nd March** to arrange a convenient interview time. Interviews will be held at Coach Road on **Wednesday 29th March**, with time slots available to meet the needs of the applicant.

Application Documents

- Send your CV setting out your career history, which should include your current/previous responsibilities and achievements,
- A cover letter of no more than two pages, which fully addresses the criteria in the job description and person specification, explaining why you think you are suitable for this role
- Equality and Diversity Monitoring Form

Contact

If you have any questions about the role, please contact Paul Morrison Devon FA Chief Executive Officer, for an informal discussion.

Email - paul.morrison@devonfa.com

