



**Job Title:** Chief Executive Officer

**Line Manager:** Chairman

**Line Manages:** Football Strategy Manager; Office Manager; Financial Director; Referee Development Officer

**Job Purpose:**

- To spearhead the strategic direction and culture of the Herefordshire FA and act as an ambassador for football in Herefordshire
- To ensure Herefordshire FA works within agreed organisational values and consistently delivers against its strategic objectives.
- To be responsible for leading the day to day running of the Herefordshire FA, ensuring the effective delivery of its business plan and strategy.
- To work with the Board of Directors on matters relating to workforce, finance, corporate governance, football development and services, marketing, communications, public relations and risk management.
- To guarantee that safeguarding is embedded throughout the Herefordshire FA in accordance with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes.
- To attract increased investment into both the Herefordshire FA and football in Herefordshire by maximising assets and continually raising the profile, image and reputation of the Herefordshire FA brand amongst stakeholders.
- To orchestrate delivery of The FA National Game Strategy in partnership with key stakeholders and enhance the Herefordshire FA's major priorities:
  - *Providing a high quality introduction to football,*
  - *Developing clubs and leagues to meet modern players' needs,*
  - *Embracing all formats and engaging all participants,*
  - *Recruiting, developing and supporting the football workforce, and*
  - *Developing sustainable football facilities.*

## **Job Responsibilities:**

- Define the Herefordshire FA business plan and strategy in conjunction with the Board of Directors.
- Deliver the objectives of the Herefordshire FA's business plan and strategy with support of the Council, Standing Committees, working groups and staff.
- Develop and present progress reports on the delivery of the Herefordshire FA business plan and strategy to the Board of Directors for regular monitoring and evaluation.
- Manage HR and employment matters to support the delivery of the Herefordshire FA business plan and strategy.
- Develop and implement the Herefordshire FA's marketing and public relations strategies.
- Develop and maintain positive and productive relationships with key stakeholders such as The FA, clubs, leagues, local authorities, Herefordshire Sport and commercial partners.
- Ensure that information technology is appropriately maintained to satisfy the requirements of The Herefordshire FA
- Implement regular health and safety and risk management audits, policies and procedures for all areas of the business.
- Comply with General Data Protection Regulations (GDPR).
- Ensure that the Herefordshire FA's facilities are maintained and resourced to a high standard.
- Develop company policies and procedures as Company Secretary.
- Develop and implement strategies to grow profitably, diversify income and manage budgets.
- Line manage a high performing Management Team.

## **Job Skills & Abilities**

- Passionate and committed to the development of football at a local level.
- Able to work under pressure, handle multiple priorities and meet deadlines.
- Exceptional customer service, work as part of a team with excellent planning, communication and presentation skills.

## **Job Experience & Qualifications**

- Educated to degree level or equivalent work experience.
- Proven track record in leadership, staff management and running a business.
- Experience of commercial management, safeguarding policies and working with a Board.
- Knowledge of Herefordshire FA, The FA and the Code for Sports Governance.