



Hertfordshire FA

Recruitment Pack - Chief Executive Officer

March 2026



Welcome from the Chair

As Chair of the Board of Directors of Hertfordshire Football Association, I thank you for your interest as you consider the opportunity to join our team as our new Chief Executive Officer.

The appointment of a new CEO is always a huge responsibility for any Board and marks a key turning point for our organisation.

This pack is designed to give you key information about the organisation, as well as what we are looking for from a new Chief Executive Officer.

If you have the passion to work in grassroots sport, and the expertise and drive to lead our organisation then we would be delighted to hear from you.



Cathie Mackay
Chair of Hertfordshire FA



WE
BELONG
MADE FOR
This Game
ON THE

MADE FOR
This Game

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MADE FOR
This Game



The Role of a County FA



About Us

Understanding Hertfordshire FA

Hertfordshire Football Association is the not-for-profit, governing body of football in Hertfordshire, supporting and developing grassroots football in the county since 1885.

We are home to a thriving grassroots football community supported by a vast network of dedicated volunteers putting in the hours come rain or shine.

Our role is to support this by working to create an environment in which football can flourish, supporting the delivery of quality provision, promoting diversity and regulating the sport for everyone to enjoy.

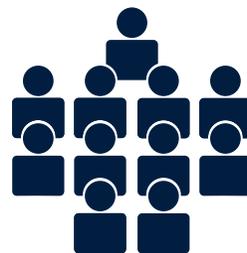
Find out more about our [Team](#) and [Board/Council](#)



48,626
Players



494
Clubs



3,380
Teams



4,357
Volunteers



Football's Social Value

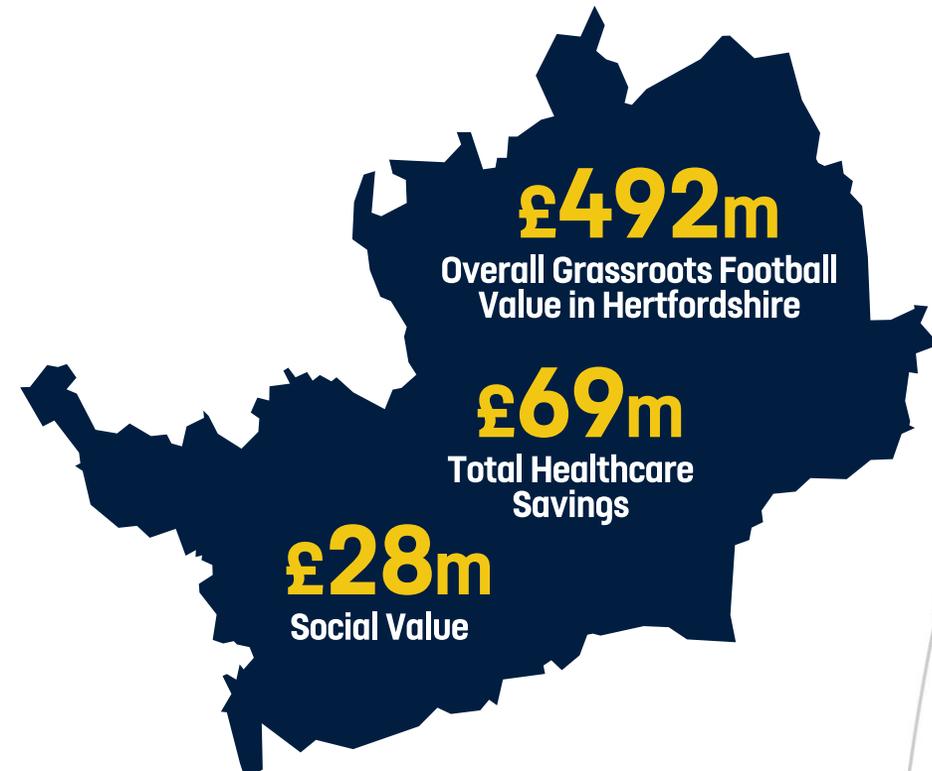
Inspiring Positive Change Through Football

Grassroots football can change lives for the better, bringing people together, creating opportunities and improving the health and wellbeing of those involved. We are proud of the impact the game has in and on our communities.

Nationwide, football provides £15.9bn of value to society each year, of which our share in Hertfordshire is more than £492m.

As the governing body for the grassroots game in our County, we are uniquely positioned to nurture the game and maximise the wider social benefits that it provides.

Instigating and enabling increased social value is a core theme of our current grassroots strategy, which aims to **Inspire Positive Change Through Football.**

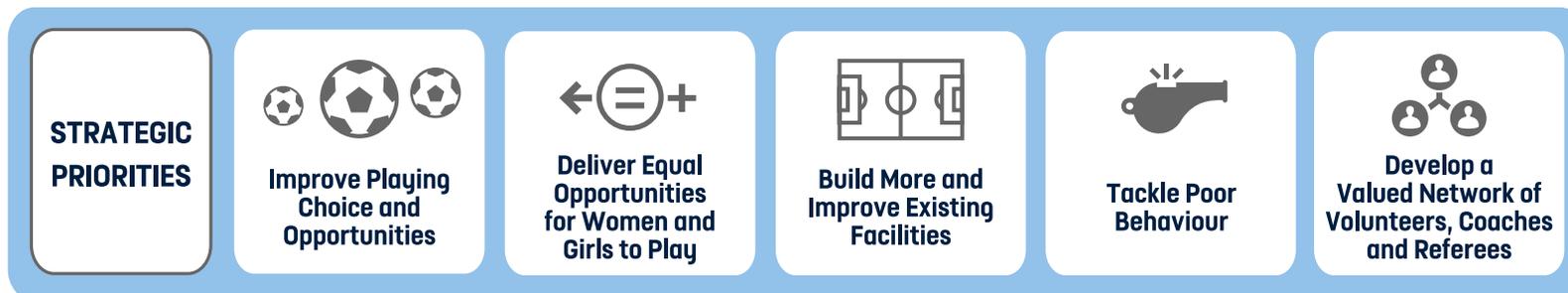




Grassroots Strategy 2024-2028

Our Purpose: Inspiring Positive Change Through Football

– by uniting communities, creating opportunities and improving health and wellbeing



[Learn more about our Grassroots Strategy](#)



Role Profile



ROLE PROFILE

Job Title	Chief Executive Officer
Reporting To	Chair of Board of Hertfordshire FA Directors
Contract Type	Permanent
Working Hours	35 hours per week, including some evening and weekend work throughout the season
Salary	£60,000 - £65,000 depending on experience
Based	The County Ground, Baldock Road, Letchworth Garden City, Hertfordshire, SG6 2EN
Role Benefits	<ul style="list-style-type: none">• Build a career in football with the local governing body of the grassroots game here in Hertfordshire• Access to high-quality training, networking and personal development opportunities• Opportunities to progress your career across the County FA Network and at The FA• Employee Assistance Programme offering support across a wide range of areas• Nike staff uniform provided and the opportunity to buy Nike products at a discount• Company laptop and mobile phone. Access to tickets for events at Wembley Stadium, access to Bright HR discounts• Flexible and remote working as appropriate• 20 days annual leave entitlement (plus bank holidays)• Complimentary access to the Local Gym and Leisure facilities



ROLE PROFILE

Job Purpose	<ul style="list-style-type: none">• The CEO role is to provide visionary leadership and strategic direction for the Hertfordshire Football Association (HFA) driving growth, sustainability, and integrity of grassroots football across the county.• The CEO will lead the HFA organisation in delivering the national game strategy of the The FA while tailoring initiatives to match local communities' needs and opportunities.• The role requires a dynamic and collaborative leader who can engagingly drive participation, strengthen governance, build strategic partnerships, and ensure the long-term financial sustainability of the HFA.
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, CIPFA.• A company secretary qualification
Skills	<ul style="list-style-type: none">• Engaging Leadership Style• Inclusive Culture Builder• Effective & Efficient Teamwork• Strategic Thinker with ability to turn strategy into highly effective operational plans
Knowledge and Experience	<ul style="list-style-type: none">• Strategic planning and leading people and programmes at scale in grassroots football



Key Responsibilities

KEY RESPONSIBILITIES

Governance and Compliance:

- Work with the Board on finance matters, corporate governance, football development, football services, marketing, communications, public relations and risk management
- Perform directly or through appropriate delegation the responsibilities of the Company Secretary and ensure that the HFA complies with the requirements of the Companies Act 2006.
- Ensure the Board receives regular updates on safeguarding and governance are provided with all the information they require to fulfil their governance oversight duties and scrutinise ongoing safeguarding policies and procedures.
- Ensure the principles of good governance are upheld by implementing and maintaining The FA's Code of Governance for County FAs.
- Maintain an oversight of all the Hertfordshire FA policies and procedures, ensuring that they are reviewed annually and updated where necessary

Operational Leadership:

- Embed and implement through self and team, safeguarding responsibilities and accountabilities
- Maintain and oversee strong effective management of finance matters, corporate governance, football development, football services, marketing, communications, public relations and risk management
- Develop and implement effective management of the Strategy, Budget, Risk Register and Operational Plan.
- Ensure that Health and Safety management systems including policies and procedures are developed and implemented consistently across the Hertfordshire FA in line with Health and Safety legislation.
- Responsible for the wellbeing, development and ongoing performance of our workforce.
- 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).
- Lead and execute tasks as required in order to meet the Hertfordshire FA changing priorities

Financial Sustainability:

- Attract and retain increased investment into the Hertfordshire FA by exploring and attracting new and existing partnerships maximising assets and continually raising its image, profile and reputation.
- Oversee plans for sound management of revenue and expenditure.
- Set and manage budgets using fit for purpose systems, processes and resources to ensure that the HFA operates within sound financial principles.

Strategic Leadership:

- Ensure the HFA works within the organisation's values and delivers against its strategic objectives of becoming and remaining the lead body for football in Hertfordshire delivering value to the community.
- Develop and implement in conjunction with the Board the HFA Business Strategy, Budget, Risk Register.
- Create and foster an engaging culture, with the CEO being a role model and proactive in this space.

KEY RESPONSIBILITIES

Stakeholder and Partnership Development:

- Responsible for relationship management with The FA and other key stakeholders. Ensure all activities are managed with integrity and the highest levels of compliance.
- Build maintain and grow strategic partnerships with key stakeholders to improve delivery, social and economic benefit and increase visibility, impact and relevance of football within Hertfordshire.

Safeguarding and Inclusion:

- Ensure the Hertfordshire FA actively promotes equality and diversity throughout all areas of its work and grassroots football programmes
- Accountable for ensuring that safeguarding is embedded throughout the Hertfordshire FA and grassroots football in accordance with safeguarding legislation, FA Safeguarding Policy, best-practice guidance and education
- Lead investigations into allegations made against Hertfordshire FA staff or volunteers and/or other volunteers directly deployed on behalf of the Hertfordshire 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 young people and ensure there are processes in place to consider children and young people's views as part of the decision-making
- Accountable for setting an engaging culture and ensuring that staff and volunteers deployed by the HFA are suitable for their roles and uphold the values and behaviours of the HFA through a safer recruitment policy and that this policy is applied to new appointments

Football Development:

- Establish and implement football development plans at player, facility and volunteer level that meet the requirements of the FA and HFA's stated ambitions to grow the game and strengthen the societal benefits

Key Performance Indicators:

- Meet and strive to exceed KPI as agreed with the HFA Board and the FA



How to Apply



Join our Team

Once you have familiarised yourself with the role requirements, please submit your application, CV, and cover letter through the link below:

APPLICATION FORM

Closing date for applications is **5pm on 9 April**.

Interviews will be held on 22 April and 15 May.

Additional Notes:

Applications will only be accepted from individuals who are free to take up employment in the UK with no current immigration restrictions.

This recruitment process is being managed by the Board of Directors of Hertfordshire FA.



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Thank You