



JERSEY FA APPLICATION PACK

CHIEF EXECUTIVE OFFICER





FOOTBALL FOR ALL

Established in 1905, the Jersey Football Association (JFA) is affiliated to the FA in England and is a registered Jersey charity. Our aim is to grow participation levels, encourage diversity, promote best practices and create a safe learning environment for all to enjoy the game. The JFA is also a Registered Childcare Provider with the Government of Jersey.

There are over 3,000 players of all ages involved in football in the island, supported by 500+ volunteers working alongside us to ensure the grassroots game flourishes, grows and continues to be the island's number one participation sport.



JERSEY FA VISION, MISSION & VALUES

Vision

Uniting a football community to make Jersey a better place to live.

Mission

To govern, safeguard and modernise Jersey football, and create the foundations for a lifelong involvement in the game.

Values

Unified

Trusted

Positive

Professional

Collaborative



JOB DESCRIPTION

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 title:	Chief Executive officer
Reports to:	Chair of the Board of Directors
Location:	Jersey FA, Springfield Stadium, Janvrin Road, St Helier, JE2 4LF
Hours:	37.5 hours per week
Salary:	£50-60k depending on experience.
Closing date:	5pm, Friday 17 May 2024

Job purpose(s)

- To lead delivery of The FA Grassroots Football Strategy and the Jersey FA Business Strategy.
- To be responsible and accountable for the day-to-day running of the Jersey FA.
- To spearhead the strategic direction and culture of the Jersey 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 Jersey 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.

Responsibilities

- Ensure the Jersey FA works within agreed organisational values and delivers against its strategic objectives.
- Ensure the principles of good governance are upheld by maintaining The FA's Code of Governance for County FAs.
- Manage budgets through appropriate systems and processes and allocate resources to ensure that the Jersey FA operates within sound financial principles.
- Maintain an oversight of all the Jersey FA policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Accountable for ensuring that safeguarding is embedded throughout the Jersey FA and grassroots football in accordance with Jersey 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 Jersey FA Business Strategy, Budget, Risk Register and Operational Plan.
- Accountable for ensuring that staff and volunteers deployed by the Jersey FA are suitable for their roles and uphold the values and behaviours of the Jersey FA through a safer recruitment policy and that this policy is applied to new appointments.
- Lead investigations into allegations made against Jersey FA staff or volunteers and/or other volunteers directly deployed on behalf of the Jersey 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 Jersey 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 Jersey 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 Jersey 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 Jersey FA changing priorities.





PERSON SPECIFICATION

Qualifications	
Essential <ul style="list-style-type: none"> • Educated to degree level or equivalent work experience. 	Desirable <ul style="list-style-type: none"> • Recognised management qualification e.g., CMI, MBA. • Recognised accountancy qualification e.g., ACCA, CIMA, CIPFA.
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. 	Desirable
Knowledge and experience	
Essential <ul style="list-style-type: none"> • 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. 	Desirable <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.
Enhanced DBS Check required?	YES
Check required on Companies House disqualified directors' register?	YES
Clean, full driving licence?	YES



PERSON SPECIFICATION

The job holder will be expected to understand and work in accordance with the values and behaviours described below:

FA value	Behaviours
PROGRESSIVE	We embrace new thinking in the pursuit of continuous improvement, we seek to be innovative and are passionate about taking the game forward.
INTEGRITY	Accountable and transparent in all our actions, setting the standard for behaviour across the game in Jersey.
UNIQUE	Jersey is a unique island; we are proud of our identity and celebrate our history and traditions whilst looking forward with new ideas and initiatives.
INCLUSIVE	We promote fairness, equality, and respect to ensure that football is and will remain a game for everyone.
ENGAGING	We take great pride in the sense of Community within the Jersey Football Family and work hard to maintain close links with our clubs, leagues, volunteers and referees. Listening to and acting on the views of young people enabling them to shape the future of football.

SAFEGUARDING

Jersey FA takes its role as a provider of football for under-18s and Adults at Risk very seriously. Their wellbeing is paramount in all decisions taken by us. All children, young people and Adults at Risk we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We act in accordance with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures¹ and any associated guidance including the achievement and retention of The FA's Safeguarding 365 Standard for County FAs.

Jersey 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 information provided.

EQUALITY & DIVERSITY

Jersey 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 your covering letter.

APPLICATION & SELECTION PROCESS

Please note that applications will only be accepted from those who have 5 years residency in Jersey.

Please submit your CV and cover letter via email to the Chair of the Board, Jimmy Kelly, at jimmy.kelly2@jerseyfa.com. Please also complete the Equality and Diversity Monitoring Form and return to Jersey FA no later than 5pm, Friday 24 May 2024.

Applications received after deadline will only be considered in exceptional circumstances.

All applications will be acknowledged.

Shortlisted applicants will be contacted by Monday 3 June 2024.

Jersey Football Association
Springfield Stadium
Janvrin Road
St Helier
Jersey
JE2 4LF

  JerseyFA

