



JERSEY FA RECRUITMENT PACK

CHIEF EXECUTIVE OFFICER



INSPIRING DYNAMIC MOTIVATED

An exciting opportunity has arisen to lead the Jersey Football Association as its new Chief Executive Officer, based at the home of football in the island, Springfield Stadium.

The Jersey FA works to develop, govern and grow the game, serving in excess of 2,000 players and over 170 teams.

Working alongside volunteers, we deliver and support coach education programmes, referee development and facility improvement schemes, whilst also running hugely popular fun weeks and after school skills sessions for local pupils.

This is an incredibly exciting time for us following our recent merger with the Jersey Football Combination, meaning the local league and cup competitions now fall under our remit.

We are seeking to recruit an inspiring, dynamic and motivated leader as our new Chief Executive Officer. For this high-profile position, we are looking for a charismatic, energetic and confident individual with a track record in strategic leadership and maximising commercial opportunities.

Job purpose: To be responsible and accountable for the day-to-day running of the Jersey Football Association and to ensure the effective delivery of its Business Plan and National Game Strategy

Location: Main place of work: Springfield Stadium, Janvrin Road, Jersey, JE2 4LF
Travel off island, including overnight stays, as operationally required

Working hours: 37.5 hours per week - Some weekend working would be required

Contract type: Permanent

Salary: Depending on experience

Responsibilities:

- Have clear accountability for the business, ensuring the effective delivery of its business plan and objectives
- Shape and lead the strategic direction and culture of the Association and act as an ambassador for the Association in and outside of the island
- Perform the duties of a Company Secretary and ensure that the Company complies with the relevant Jersey and UK legislation
- Manage budgets through appropriate systems and processes and allocate resources to ensure that the organisation operates within sound financial principles
- Guarantee that safeguarding is embedded throughout the Association in accordance with safeguarding legislation, FA Safeguarding Policy, best practice guidance and education programmes
- Ensure that the Association works within agreed organisational values and develops a positive culture
- Ensure that the Health and Safety policies and procedures are implemented consistently across the organisation in line with Health and Safety legislation
- Be responsible for the well-being, development and on-going performance management of the Jersey FA workforce
- 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
- Attract increased investment into the Jersey FA by maximising assets and continually raising the profile, image and reputation of the Jersey FA brand amongst stakeholders
- Ensure delivery of The FA National Game Strategy in partnership with key stakeholders and enhance the Jersey FA's major priorities
- Be responsible for relationship management with the Football Association and ensure that all activities are managed with integrity and the highest levels of compliance
- Ensure that the Jersey FA workforce effectively implements and maintains The FA's Operating Standards
- Build strategic partnerships with key stakeholders to improve delivery and increase relevance of football locally

Please Note: 5-year residency requirement for this position

24

DECEMBER

Application process opens

24

JANUARY

Application deadline at 5pm

28

JANUARY

Applicants who have not heard back by this date should assume they have been unsuccessful

31

JANUARY

Likely interview date

The 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 an enhanced 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.

