



## Job Description

<b>Job Title</b>	Chief Executive Officer, Jersey Football Association
<b>Reports to</b>	Chair of the Board of Directors

<b>Job Purpose</b>	
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	
<b>Direct Reports</b>	Football Development Manager - Football Services Manager - Office Manager - Marketing, Communications & Events Manager

<b>Location</b>	Main place of work: Springfield Stadium, Janvrin Road, Jersey, JE2 4LF <i>Travel off island, including overnight stays, as operationally required</i>
<b>Working hours</b>	37.5 hours per week <i>Some weekend working would be required</i>
<b>Contract type</b>	Permanent

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Have clear accountability for the business, ensuring the effective delivery of its business plan and objectives</li> <li>• 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</li> <li>• Perform the duties of a Company Secretary and ensure that the Company complies with the requirements of the Companies Act 2006</li> <li>• Manage budgets through appropriate systems and processes and allocate resources to ensure the organisation operates within sound financial principles</li> <li>• Guarantee that safeguarding is embedded throughout the Association in accordance with safeguarding legislation, FA Safeguarding Policy, best practice guidance and education programmes</li> <li>• Ensure that the Association works within agreed organisational values and develops a positive culture</li> <li>• Ensure that the Health and Safety policies and procedures are implemented consistently across the organisation in line with Health and Safety legislation</li> <li>• Be responsible for the well-being, development and on-going performance management of the Jersey FA workforce</li> <li>• 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</li> <li>• 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</li> <li>• Ensure delivery of The FA National Game Strategy in partnership with key stakeholders and enhance the Jersey FA's major priorities</li> <li>• Be responsible for relationship management with the Football Association and ensure that all activities are managed with integrity and the highest levels of compliance</li> <li>• Ensure the Jersey FA workforce effectively implements and maintains The FA's Operating Standards</li> </ul>	



- Build strategic partnerships with key stakeholders to improve delivery and increase relevance of football locally

**Person Specification**

**Qualifications**

<p><b>Essential</b></p>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Recognised management qualification e.g. CMI, MBA</li> <li>• Recognised accountancy qualification e.g. ACCA, CIMA, CIPFA</li> <li>• A Company Secretary qualification</li> </ul>
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**Skills**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to work under pressure, handle multiple priorities and meet deadlines</li> <li>• Able to demonstrate exceptional customer service</li> <li>• Ability to work as part of a team with excellent planning, communication and presentation skills</li> <li>• Coaching and mentoring skills</li> <li>• Strategic level decision-making skills in a fast paced and stakeholder-intensive environment</li> <li>• Performance management and financial risk management skills</li> <li>• Effective management of staff, including deployment of performance appraisals to staff</li> <li>• Expertise in managing and engaging a wide range of stakeholders to create sustainable partnerships</li> <li>• Financial acumen and the proven ability to establish and monitor financial control systems</li> <li>• The ability to develop and implement commercial strategies in order to generate income</li> <li>• Competence in IT systems including Microsoft Office</li> </ul>	<p><b>Desirable</b></p>
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Knowledge and Experience	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Fundamental understanding of running a business, including financial and workforce (HR) aspects</li> <li>• Experience in delivery of strategic KPIs</li> <li>• Comprehensive understanding of The FAs' National Game Strategy and how the County Business Plans support its delivery</li> <li>• Previous experience of working in grassroots football or other sports-related governance industries</li> <li>• Understanding of football governance and development</li> <li>• Knowledge of relevant legislation including Company, Employment and Health and Safety legislation</li> <li>• Knowledge of Safeguarding</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Knowledge and understanding of working with volunteers</li> <li>• Knowledge of marketing</li> </ul>
<b>Enhanced CRC Check Required</b>	YES
<b>Check Companies House Disqualified Directors Register?</b>	YES
<b>Clean Full Driving Licence</b>	YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA Value	Behaviours
PROGRESSIVE	<b>Embraces new thinking in pursuit of continuous improvement</b> <ul style="list-style-type: none"> <li>• Identifies the need for, and actions change in direction, practice, policy or procedure</li> <li>• Questions the way things are done and takes informed risks</li> <li>• Continuously seeks to improve efficiency and performance</li> </ul>
RESPECTFUL	<b>Sets the standards for respectful behaviour across the game</b> <ul style="list-style-type: none"> <li>• Maintains people's self-esteem when interacting with them</li> <li>• Avoids pre-judgement when listening to suggestions from others</li> <li>• Seizes the opportunity to apply FA standards at all times</li> </ul>
INCLUSIVE	<b>Champions and ensures that football is, and will remain, a game for everyone</b> <ul style="list-style-type: none"> <li>• Openly collaborates with colleagues and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Seeks out and embraces new ways of thinking and working</li> </ul>



DETERMINED	<b>Tenacious and accountable. Serving the whole game and doing the right thing</b> <ul style="list-style-type: none"> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve the goal</li> <li>• Remains focused on seeing agreed goals through to completion taking pride in their work</li> <li>• Maintains motivation for their team and themselves</li> </ul>
EXCELLENT	<b>The very best outcome achieved by sustained excellence in performance</b> <ul style="list-style-type: none"> <li>• Seeks to achieve the highest levels of performance at all times</li> <li>• Can be persistent to achieve a standard that others consider impossible</li> <li>• Challenges others to go further and achieve more</li> </ul>

<b>Created by:</b>	Jean-Luc Desbois
<b>Date Role Profile Created:</b>	December 20 <sup>th</sup> 2019
<b>Signed by Role Holder:</b>	

*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 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.*