

## Jersey Football Association Role Profile



<b>Job Title:</b>	<b>Chief Executive Officer (CEO)</b>		
<b>Reports To:</b>	<b>The Chairman of the Board of Directors</b>	<b>Jobs Reporting into the Job Holder:</b>	<ul style="list-style-type: none"><li>• <b>Chief Operating Officer</b></li><li>• <b>Football Development Manager</b></li><li>• <b>Referee Development Manager</b></li><li>• <b>Administration Manager</b></li><li>• <b>Senior Safeguarding Lead</b></li></ul>
<b>1. Job Purpose</b>			
<ul style="list-style-type: none"><li>• To be responsible and accountable for the day to day running of all aspects of the Jersey Football Association</li><li>• To deliver the Jersey FA Business Strategy</li></ul>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<ul style="list-style-type: none"><li>• Develop and implement the Jersey FA Business Strategy.</li><li>• Develop and implement all Company policies and procedures.</li><li>• Develop and implement strategies to grow business profitability.</li><li>• Establish and monitor delivery of operational plans and financial control systems.</li><li>• Ensure appropriate infrastructure is in place, including skilled executive workforce and organisational structure to successfully deliver the objectives of the Association</li><li>• Recruit, manage and maintain an effective Senior Management Team and 'fit for purpose' executive workforce structure.</li><li>• Develop and manage relationships with, Clubs, Leagues, Referees and other key stakeholders, including the FA</li><li>• Ensure the Company is compliant with all relevant legislation.</li></ul>			

3. Knowledge/Experience/Skills	
a) Knowledge/Experience	
<b>Essential:-</b> <p>Strong Leadership &amp; communications skills Ability to think and work strategically and prepare business plans</p> <ul style="list-style-type: none"> <li>Financial and commercial competence</li> <li>Working knowledge of Jersey Company Law</li> <li>Experience of managing and developing staff</li> <li>A strong focus on customer service</li> <li>Good negotiating skills</li> <li>A working understanding and application of inclusion, equality and anti – discrimination, safe and best practice</li> <li>Understanding of risk management procedures for all aspects of the business, including health and safety, and the policies and procedures required to support this</li> <li>Understanding of Safeguarding policies and procedures and best practice</li> <li>Ability to support and manage a voluntary Committee structure</li> <li>Competent in the use of IT</li> <li>Experience of marketing and the commercial side of business</li> <li>Able to work flexible hours, including evenings and weekends</li> </ul>	<b>Desirable:-</b> <ul style="list-style-type: none"> <li>Sport/Football administration experience</li> <li>Experience of change management</li> <li>Sage accounting or similar knowledge</li> <li>Driving licence</li> </ul>
b) Skills and Behaviours	
<ul style="list-style-type: none"> <li>Leadership</li> <li>Teamwork</li> <li>Communicating</li> <li>Problem solving</li> <li>Delivery</li> <li>Customer Excellence</li> <li>Developing Self and Others</li> </ul>	

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.