



Lancashire Football Association ('Lancashire FA') CEO & Senior Safeguarding Lead Role Profile

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| Job Title | Chief Executive Officer / Senior Safeguarding Lead [Equivalent to FA Role: CEO] |
| Reports to | Chair of the Board of Directors |

Job Purpose

CEO

- To lead delivery of the Lancashire FA Business Strategy.
- To be responsible and accountable for the day-to-day running of Lancashire FA.
- To spearhead the strategic direction and culture of Lancashire FA and act as an ambassador for grassroots football.
- To perform the role of Senior Safeguarding Lead (SSL) as outlined in the current Safeguarding 365 Operating Standard.
- To support the adoption of FA technology systems across grassroots football.

Senior Safeguarding Lead

- To provide leadership to Lancashire Football Association to ensure Lancashire FA acts in accordance with legislation, statutory guidance and Affiliated Football's Policy and Procedures, (Affiliated Football's Policies and Procedures can be found via: [TheFA.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework](https://www.thefa.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework)), and any associated guidance in respect of safeguarding;
- To facilitate a safeguarding culture that guides Lancashire FA in maintaining effective governance, standards and practice to achieve the best outcomes for children and adults at risk, including continually demonstrating that Lancashire FA meets The FA's Safeguarding 365 Standard for County FAs.
- The role of the Senior Safeguarding Lead (SSL) should be fulfilled by Lancashire FA's CEO or equivalent executive lead officer, unless otherwise agreed with or proposed by The FA Head of Safeguarding and FA Head of County FA Operations.

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| Direct Reports | <ul style="list-style-type: none"> • Head of Commercial & Operations • Head of Education & Training • Head of Facilities • Head of Finance • Head of Football Services • Head of Marketing & Communications • Head of Participation & Development • Head of Safeguarding and Well-Being |
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| Location | <ul style="list-style-type: none"> • The County Ground, Thurston Road, Leyland, PR25 2LF • Homeworking/working remotely • Additional travel, including overnight stays, as required to fulfil the role |
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| Working Hours | 35 Hours per week, with additional hours necessary to fulfil the role. This will involve evening and weekend working if required. |
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| Contract Type | Permanent |
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Responsibilities

CEO:

- Ensure Lancashire FA works within agreed organisational values and delivers against its strategic objectives.
- Perform the duties of a Company Secretary and ensure that the Association complies with the requirements of the Companies Act 2006.
- Manage budgets through appropriate systems and processes and allocate resources to ensure that Lancashire FA operates within sound financial Principles.
- Guarantee that safeguarding is embedded throughout Lancashire FA in accordance with safeguarding legislation, FA Safeguarding Policy, best practice guidance and education programmes.
- Ensure that the Health and Safety policies and procedures are implemented consistently across Lancashire FA in line with Health and Safety legislation.
- Lead Lancashire FA's commitment to a more inclusive game, embedding throughout the organisation and wider footballing community a culture of Equality, Diversity and Inclusion.
- Ensure Lancashire FA achieves and maintains the Equality Standard for Sport evidencing its commitment to Equality.
- Ensure the Board and all staff understand the Protected Characteristics, currently defined by the Equality Act 2010 as age, disability, gender, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief and sexual orientation, and as updated by any subsequent legislation, and that equal opportunities are available for all.
- Be responsible for the well-being, development and on-going performance of the workforce.
- Work with the Board of Directors on matters relating to finance, corporate governance, football development and football services, marketing, communications, public relations and risk management.
- Attract increased investment into Lancashire FA by maximising assets and continually raising its image, profile and reputation.
- Be responsible for relationship management with The FA and ensure that all activities are managed with integrity and the highest levels of compliance.
- Ensure that Lancashire FA effectively implements Operating Standards and Guidance Manuals produced by The FA.
- Build strategic partnerships with key stakeholders to improve delivery and increase relevance of football locally in Lancashire.
- Ensure that Lancashire FA is committed to promoting equality and diversity throughout all areas of its work and grassroots football.

Senior Safeguarding Lead:

- Lancashire FA embeds safeguarding responsibilities and accountabilities in their Strategy/Business Plan/Budget/Risk Register and Operational Plan;
- Safeguarding is taken into consideration in all decision-making and that safeguarding principles underpin all areas of activity with under-18s;
- Safeguarding is taken into consideration in all decision-making in relation to adults at risk in disability football;
- The implementation of safeguarding principles and practice is monitored, evaluated and acted upon;
- There is oversight of safeguarding responsibilities and that financial and human resources are appropriate;
- Safeguarding is a standard agenda item at senior team meetings;
- Safeguarding is embedded in all role profiles and respective Performance and Development Review (PDR);
- Effective management of the Designated Safeguarding Officer (DSO);
- A deputising process is in place for the SSL;
- A deputising process is in place for the DSO;
- Poor practice is addressed and work on abuse cases is conducted in collaboration with The FA Safeguarding Case Team, using relevant systems and procedures;
- Any concerns about the welfare of children or young people are reported appropriately;
- Any concerns about an adult at risk are reported appropriately;
- The whistle-blowing policy is used, if required, to ensure the integrity of processes and



| Responsibilities |
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| <p>safeguarding of children and young people and adults at risk;</p> <ul style="list-style-type: none"> • All children receive the same protection regardless of age, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity; • All adults at risk receive the same protection regardless of age, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity. |

| Person Specification | |
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| 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 | |
| <p>Essential</p> <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 in order to generate income. • Ability to work under pressure, handle multiple priorities and meet deadlines. • Competence in IT systems including Microsoft Office. | <p>Desirable</p> |
| Knowledge and Experience | |
| <p>Essential</p> <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 of Safeguarding | <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge and understanding of working with volunteers • Knowledge of marketing • Comprehensive understanding of The FA's National Game Strategy and how the County Business Plans support its delivery • Previous experience of working in grassroots football or other sports-related governance industries |



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| Enhanced DBS (CRC) Check required? | Enhanced: NO |
| This role carries eligibility for an FA criminal record check under the auspices of the Disclosure and Barring Service (DBS) as laid down in the Protection of Freedoms Act 2012 and FA regulations regarding regulated activity. | |
| Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? | NO |
| <p>Where the answer to the above question is YES the following wording will be included in any advertisement</p> <p>“As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”</p> | |
| Clean full driving licence? | YES |
| Check Companies House Disqualified Directors Register? | YES |

| The Role Holder will be expected to understand and work in accordance with the values and behaviours described below | |
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| Lancashire FA Value | Behaviours |
| CARING | <ul style="list-style-type: none"> • Respect for colleagues and customers - Regularly finds ways to praise the work of stakeholders and colleagues and recognises their expertise and competencies. • Respect for our environment - Champions working in a clean, organised and professional environment and challenges when this doesn't happen. • Supports customers and colleagues - Consistently asking customers what they want, listening and providing appropriate response/services. Goes out of their way to help and support colleagues and customers. • Empathy and kindness - Recognising and showing understanding when customers and colleagues are facing challenges and going the extra mile to help them. |
| INTEGRITY | <ul style="list-style-type: none"> • Taking responsibility - Relentless in getting the job done. Always finding solutions to challenges. Celebrating personal success and acknowledging the contribution of others. • Decision making - Taking responsibility for decisions for the organisation, my team or my work. Influencing decision making. Making brave decisions. • Honesty - Standing up for what you believe is right. Strong moral code. Always having challenging conversations. |
| INSPIRING | <ul style="list-style-type: none"> • Inspiring others to perform – Consistently reflects and adapts to deliver to the highest level of performance – constant self-improvements. Coaches and mentors others. Delegates effectively. Shares the success of Lancashire FA stakeholders to inspire others. • Motivating and engaging – Stands out as bringing energy and the driving force for motivating others to take action. |



Lancashire Football Association

CEO & Senior Safeguarding Lead | Role Profile | v7 (February 2022)

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| | <ul style="list-style-type: none"> • Enthusiasm – Always thinking positively and communicating that both Lancashire FA, and I personally, can make a positive difference. • Vision and communication - Creating a compelling vision for your area of work/customer that matches business needs and gaining buy in to implement the vision. |
| CREATIVE | <ul style="list-style-type: none"> • Curious - Making time to thinking about how we can be ahead of the game in the future. Looking externally for new ideas Encouraging diverse opinions. Proactively promoting and role modelling Growth mindset. • Ideas into action - Being proactive about shaping, developing and implementing new ideas. Always thinking and challenging “is this realistic?” Monitors and learns from creative ideas and processes. • Challenging - Challenges internally to make time to think and be creative individually and in teams. Implements new solutions and ways of working. |
| TEAMWORK | <ul style="list-style-type: none"> • Communication - Always speaks positively about the way we do things and our values. Champion our vision, strategy and plans and taking care of our reputation. Holding each other accountable. • Collaboration - Leads projects successfully engaging with the right people and skills sets. Engages internal and external stakeholders to improve products and services. • Conflict - Addresses issues quickly and effectively, finding solutions to maintain team productivity and togetherness. Brave and courageous conversations to address issues. • Teamwork - Role models being a team player and or leads a high performing team. Uses the skills and knowledge of team members to develop solutions. Supporting and challenging coaching conversations to help others improve. |

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| Job Description reviewed and modified by: | <i>Rachael Pearson (Safeguarding Perspective) / Tina Brunner (Operational Support)</i> |
| Date Job Description reviewed and modified: | <i>28/2/22</i> |
| Job Description agreed on behalf of the Association by: | <i>Roger Haydock / Neil Yates (Safeguarding perspective)</i> |

By signing, the role holder confirms that they:

- Will also sign and comply with the 'Safeguarding Code of Conduct – Staff'.
- Recognises that if they do not consistently demonstrate commitment and capability to fulfil the SSL element of the role, then Lancashire FA and The FA will review their suitability to do so and may need to find an alternative for the SSL element.

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| Signed by role holder (on appointment): | <i>[insert signature]</i> |
| Date signed: | <i>[insert date]</i> |

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.