



**ENGLAND
FOOTBALL**

LEICESTERSHIRE & RUTLAND COUNTY FA

**CHIEF EXECUTIVE OFFICER
APPLICATION PACK**

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ABOUT LEICESTERSHIRE & RUTLAND COUNTY FA

LRCFA is the governing body for football in Leicestershire & Rutland. We are responsible for leading and serving the game at amateur level, a sector widely referred to as 'Grassroots' football.

LRCFA is committed to making the game of football as safe and enjoyable as possible for all those involved. LRCFA works closely with The FA, the game's Governing Body, in order to ensure that all safety standards are met.

LRCFA MISSION	<i>Working for the benefit of our members and the whole community by delivering the highest standards of service for football in Leicestershire and Rutland</i>
LRCFA VISION	<i>To get as many people playing football in the best possible environment</i>
LRCFA VALUES	<i>Progressive Respectful Inclusive Determined Excellence</i>

THE ROLE

We're looking for a new CEO to be responsible and accountable for the day-to-day running of LRCFA & Holmes Park, and to spearhead the strategic direction and culture of the LRCFA and act as an ambassador for grassroots football.

We are seeking to recruit an inspiring, dynamic and highly motivated individual with a proven track record in business. The successful candidate will have a passion for football and demonstrable experience of leading organisation through change.

This is a crucial role for LRCFA and the wider grassroots game locally, so we are looking for a highly skilled, knowledgeable and qualified candidate who can contribute to the delivery of The Association's Business Strategy and continue the ongoing development at Holmes Park – The headquarters of LRCFA.

The successful candidate will lead, coach, develop and mentor a talented team that works across all the local authorities and other key stakeholders in Leicester, Leicestershire and Rutland.

WHAT CAN WE OFFER?

- An exciting opportunity to be part of a forward-thinking progressing business.
- To work with key stakeholders within grassroots football.
- Flexible approach to working to enable you to balance the demands of the role with personal circumstances
- Access Ground Passes for Leicestershire & Rutland County FA affiliated clubs.
- Employee Assistant Programme which provides access to free advice in areas such as; health and lifestyle, legal, work life, home life.
- Opportunity to apply for tickets to attend Leicester City FC, England or FA Competition matches.

ROLE PROFILE

JOB TITLE	Chief Executive Officer and ex officio LRCFA Board Director
REPORTS TO	Chair of the Board of Directors

JOB PURPOSE(S)

- To lead delivery of The FA Grassroots Football Strategy and the Leicestershire & Rutland County FA (LRCFA) Business Strategy.
- To be responsible and accountable for the day-to-day running of the LRCFA, including our sporting facility at Holmes Park.
- To spearhead the strategic direction and culture of LRCFA 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 LRCFA 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.

DIRECT REPORTS	Head of Football Operations, Finance Officer, Site Manager
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LOCATION	The office is based at Holmes Park, Dog & Gun Lane, Whetstone, Leicestershire LE8 8FA. The Association is currently adopting hybrid working. Additional travel to other locations or overnight stays may also be required.
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WORKING HOURS	37.5 hours per week, including evenings and weekend working.
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CONTRACT TYPE	Permanent
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SALARY	Up to £60k
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RESPONSIBILITIES

- Ensure the LRCFA works within agreed organisational values and delivers against its strategic objectives.
- Ensure the principles of good governance are upheld by implementing and maintaining The FA's Code of Governance for County FAs.
- Manage budgets through appropriate systems and processes and allocate resources to ensure that the LRCFA operates within sound financial principles.
- Maintain an oversight of all the LRCFA policies, procedures and practices, ensuring that they are reviewed annually and updated where necessary.
- Accountable for ensuring that safeguarding is embedded throughout the LRCFA and grassroots football in accordance with safeguarding legislation, FA Safeguarding Policy, best-practice guidance and educational 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 LRCFA Business Strategy, Budget, Risk Register and Operational Plan.
- Accountable for ensuring that staff and volunteers deployed by the LRCFA are suitable for their roles and uphold the values and behaviours of the LRCFA through a safer recruitment policy and that this policy is applied to new appointments.
- Lead investigations into allegations made against LRCFA staff or volunteers and/or other volunteers directly deployed on behalf of the LRCFA 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 young people 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 LRCFA 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, risk management and equality, diversity and inclusion.
- Attract increased investment into the LRCFA 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 uphold the highest levels of compliance.
- Build strategic partnerships with key stakeholders to improve delivery and increase relevance of football locally.

- Ensure the LRCFA is committed to promoting equality and diversity and inclusion 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).
- Work with the LRCFA Council to ensure the Council contributes to the efficient management of football matters within LRCFA

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- Educated to degree level

DESIRABLE

- Recognised management qualification

SKILLS

ESSENTIAL

- Ability to lead a team with excellent communication and people management and interpersonal 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 engaging a wide range of stakeholders to create long-term sustainable and mutually beneficial partnerships.
- A focus on 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

- Fundamental understanding of running a business, including finance and human resource management.
- Experience in delivery of strategic objectives
- Understanding of football governance and development.
- Broad understanding of relevant legislation including company law, equality legislation, employment and health and safety legislation.
- Experience of safeguarding.
- Knowledge and understanding of working with volunteers.
- Understanding and experience of equality, diversity and inclusion.

DESIRABLE

- Comprehensive understanding of The FA's Grassroots Football Strategy and how the County FA Business Plans support its delivery.
- Knowledge of marketing and facility management.
- 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

THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW

FA VALUE	BEHAVIOURS
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement:</p> <ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure • Questions the way things are done and takes informed risks • Continuously seeks to improve efficiency and performance
RESPECTFUL	<p>Sets the standards for respectful behaviour across the game</p> <ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them • Avoids pre-judgement when listening to suggestions from others • Seizes the opportunity to apply LRCFA standards at all times
INCLUSIVE	<p>Champions end ensures that football is, and will remain, a game for everyone</p> <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working
DETERMINED	<p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal • Remains focused on seeing agreed goals through to completion taking pride in their work • Maintains motivation for their team and themselves
EXCELLENCE	<p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times • Can be persistent to achieve a standard that others consider impossible • Challenges others to go further and achieve more

HOW TO APPLY

- Complete the **Online Application Form** by **12pm, Monday 5th June 2023**.
Please note that no applications will be accepted after this time.
- The application form cannot be saved so we recommend completing your answers in a word document prior and then transferring this into the application form ahead of submission.
Please prepare:
 - A CV setting out your career history, with responsibilities and achievements, details of your salary expectations (in confidence) and preferred contact details
 - A supporting statement (or covering letter) of no more than two pages, which fully addresses the criteria in the job description and person specification
 - Details of two referees who can speak authoritatively about you together with a brief statement of the capacity and over what period of time they have known you.
- Complete the **Equality and Diversity Monitoring Form** and return this to Jobs@leicestershirefa.com
Please note that completing this form is entirely voluntary
- LRCFA is committed to equality of opportunity for all. We would welcome applications from women, people with Disabilities and Black, Asian and Minority Ethnic Communities as they are currently underrepresented within the organisation
- **Click here** to see the LRCFA Safer Recruitment Policy

SELECTION PROCESS

- Applicants selected will be contacted by **5pm on the 9th June 2023**.
If you have not heard from us by this date unfortunately you have been unsuccessful on this occasion.
- Interviews will take place on the **13th June 2023** with the option of an additional date offered during week commencing 12th June should this be required.
- If required, second interviews may be held to determine the most suitable candidate for the role.

If you would like to explore the fundamentals of this role further, please contact

- Surinder Sharma, Chair of the Board of Directors on surinder_365@hotmail.co.uk,
- John Harding, Board Member, HR Director on jvh46@hotmail.co.uk or
- Gavin Lemmon, FA, CFA Regional Manager (EAST) Gavin.Lemmon@theFA.com.