



**FOR
ALL**

LIVERPOOL COUNTY FA RECRUITMENT PACK

CHIEF EXECUTIVE OFFICER

PROVIDING OPPORTUNITIES IN FOOTBALL FOR ALL



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**Football belongs to,
and should be enjoyed
by, anyone who wants
to participate in it.**

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ABOUT THE ROLE



“Football belongs to, and should be enjoyed by, anyone who wants to participate in it”

As the governing body of the game in Merseyside for over 120 years, Liverpool County Football Association is responsible for setting high standards and values throughout the game at every level. The County FA is responsible for providing the structure and support that enables our players, coaches, volunteers and referees to develop. Our utmost priority is that every participant in our county is given the opportunity to develop in a progressive and enjoyable football environment. By promoting 'Football for All' we encourage participation across all sections of society, regardless of age, ability, disability, gender, sexual orientation, race, religion or socio-economic status.

An exciting opportunity has arisen due to the retirement of the existing postholder to lead one of the most prestigious County FAs in the country.

Liverpool FA is one of the biggest County FAs in the country, serving in excess of 55,000 players and 500 clubs and 3,500 teams.

We have a workforce consisting of ten staff that work across six Local Authorities Liverpool, Knowsley, Sefton, St Helens, Warrington & Halton.

This is an incredibly exciting opportunity for us as we continue to transform our organisation and implement our primary objective of inspiring and creating football opportunities for all.

We are seeking to recruit an inspiring, dynamic and motivated leader as our new Chief Executive Officer to drive our organisation forwards. We are looking for a highly skilled and enthusiastic individual with a passion for football to lead the business, with a track record in strategic leadership, operating a small to medium sized business and the ability to maximise commercial opportunities.

Salary of up to £50,000 p.a depending on experience

HOW TO APPLY



The post is full-time (35 hours per week) and will be based between the Liverpool FA head office at Walton Hall Park in Liverpool and our new 'LCFA Sefton' site, Drummond Rd, Thornton, Sefton. The role will include regular evening and weekend work.

Application Closing Date: 5pm, Friday 4th December 2020

Interview Date (1st round): 14th & 15th December 2020

Interview Date (2nd round): 7th & 8th January 2021

For more information about the role please visit the Liverpool FA website to download the FULL job description. If you would like to discuss the role please contact either Ian Wild (Chairman) chairman@liverpoolfa.com or Alice Watson, (Regional Manager, The FA) alice.watson@thefa.com

Link below to the role profile.

<http://www.liverpoolfa.com/about/vacancies>

To apply for the job please submit a CV and a covering letter explaining your relevant skill set and how you meet each of the key areas listed in the FULL job description, using the skills, knowledge and experience section.

Please then email your covering letter and CV, marked 'Private & Confidential – CEO Job Application' to chairman@liverpoolfa.com

Disclosure and Barring Service Check

As this role involves direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate will undergo a thorough screening process that will include an enhanced level Disclosure and Barring Service check to ensure their suitability for the role.

Liverpool FA is committed to achieving equality and fairness in employment and service delivery and we welcome applications from all sections of the community.

JOB DESCRIPTION & PERSON SPECIFICATION



Job title Chief Executive Officer
Reports to Chair of the Board of Directors

- Job purpose(s)**
- To lead delivery of The FA National Game Strategy and Liverpool County FA (LCFA) Business Strategy and the development of the LCFA Sefton CIC Business Plan.
 - To be responsible and accountable for the day-to-day running of both Liverpool County FA & LCFA Sefton CIC
 - To spearhead the strategic direction and culture of the Liverpool County FA and act as an ambassador for grassroots football.
 - To perform the role of Senior Safeguarding Lead (SSL) as outlined in The FA's Safeguarding Operating Standard for County FAs, overseeing effective safeguarding delivery across Liverpool FA 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.

Direct reports Chair of the Board of Directors

Location Liverpool County FA, Walton Hall Park, Liverpool, L4 9XP & LCFA Sefton CIC, Drummond Rd, Thornton, Sefton, L23 9YP

Working hours 35hrs including evenings and weekends

Contract type Permanent

- Responsibilities**
- Ensure Liverpool County FA works within agreed organisational values and delivers against its strategic objectives.
 - Perform the duties of a Company Secretary and ensure that Liverpool County FA complies with the requirements of the Companies Act 2006.
 - Ensure the principles of good governance are upheld by implementing and maintaining The FA's Code of Governance for County FAs.
 - Drive organisational change to support the development and operations of Liverpool County FA and LCFA Sefton CIC.
 - Oversee the project management and business planning of LCFA Sefton CIC as well as lead the relocation of Liverpool County FA to the LCFA Sefton CIC site.
 - Manage budgets through appropriate systems (Xero) and processes and allocate resources to ensure that Liverpool County FA operates within sound financial principles, utilising appropriate systems to produce financial reports on a regular basis. >>

JOB DESCRIPTION & PERSON SPECIFICATION



Responsibilities

- Maintain an oversight of all the policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Accountable for ensuring that safeguarding is embedded throughout Liverpool County FA and grassroots football in accordance with safeguarding legislation, FA Safeguarding Policy, best-practice guidance and education 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 Liverpool County FA Business Strategy, Budget, Risk Register and Operational Plan.
- Accountable for ensuring that staff and volunteers deployed by Liverpool County FA are suitable for their roles and uphold the values and behaviours of Liverpool County FA through a safer recruitment policy and that this policy is applied to all new appointments.
- Lead investigations into allegations made against Liverpool County FA staff or volunteers and/or other volunteers directly deployed on behalf of Liverpool County FA to work with under-18s and adults at risk, including those who work on a temporary basis.
- Ensure that the Health and Safety policies and procedures are implemented consistently across Liverpool County FA 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 and risk management.
- Attract increased investment into Liverpool County FA 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 the highest levels of compliance.
- Build strategic partnerships with key stakeholders to improve delivery and increase relevance of football locally across Merseyside.
- Ensure Liverpool County FA is committed to promoting equality and diversity throughout all areas of its work and grassroots football.
- Provide the highest level of customer service to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required in order to meet Liverpool County FA changing priorities.

JOB DESCRIPTION & PERSON SPECIFICATION



Qualifications

Essential

- Educated to degree level (or equivalent work experience).

Desirable

- Recognised management qualification e.g. CMI, MBA.
- Recognised accountancy qualification e.g. ACCA, CIMA, CIPFA.
- A company secretary qualification.

Skills

Essential

- 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.
- Business Coaching and mentoring skills.
- Financial acumen and the proven ability to establish and monitor financial control systems and manage risk and produce & analyse financial management information.
- 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 365 Office applications.
- Ability to be able to inspire people, staff, clubs, leagues and volunteers.

JOB DESCRIPTION & PERSON SPECIFICATION



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.
- Knowledge of relevant legislation including company law, finance, equality legislation, employment and health and safety legislation.
- Knowledge and understanding of safeguarding.

Desirable

- Comprehensive understanding of The FA's National Game Strategy and how the County FA Business Plans support its delivery.
- Knowledge and understanding of working with volunteers.
- Knowledge of marketing.
- Previous experience of working in grassroots football or other sports-related governing bodies.

Enhanced DBS Check required?	YES
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Check required on Companies House disqualified directors' register?	YES
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Clean, full driving licence?	YES
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JOB DESCRIPTION & PERSON SPECIFICATION



The job holder will be expected to understand and work in accordance with the values and behaviours described below

LIVERPOOL FA VALUES

Behaviours

ENTHUSIASM

- WE WILL HAVE A POSITIVE APPROACH AND DESIRE TO MEET THE NEEDS OF OUR FOOTBALL COMMUNITY

PROFESSIONALISM

- WE WILL PROVIDE A HIGH-QUALITY SERVICE THAT SERVE OUR FOOTBALL COMMUNITY

FAIR

- WE ARE COMMITTED TO PROMOTING EQUALITY BY TREATING PEOPLE FAIRLY AND WITH RESPECT

PASSIONATE

- WE WILL UPHOLD THE ARDENT LOVE OF FOOTBALL WITHIN MERSEYSIDE AND ENSURE IT IS CELEBRATED

TEAMWORK

- WE WILL WORK TOGETHER WITH ALL OF OUR FOOTBALL COMMUNITY TO PROVIDE FOOTBALL FOR ALL

COMMUNITY

- WE WILL PROVIDE A SENSE OF BELONGING AND TOGETHERNESS FOR ALL INVOLVED IN FOOTBALL IN MERSEYSIDE

Job description reviewed and modified by:

I Wild

Date job description reviewed and modified:

23.10.20

Job description authorised by:

I Wild, Chairman

Signed by job holder (on appointment):

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Date signed:

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