



LIVERPOOL COUNTY FA RECRUITMENT PACK

CHIEF EXECUTIVE OFFICER

Nov 2022



ABOUT LCFA

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

As the governing body of the game across Merseyside, Liverpool County FA is responsible for setting high standards and values throughout the game at every level.

Liverpool County FA is responsible for providing the structure and support that enables players, coaches, volunteers and referees from across Merseyside to develop and enjoy the beautiful game.

Our utmost priority is that every participant 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.

ABOUT THE ROLE

An exciting opportunity has arisen as Liverpool County FA begin the search for a new Chief Executive Officer to lead the organisation.

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 organisations through change.

This is a crucial role for Liverpool County FA and the wider grassroots game locally and 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 LCFA Sefton CIC – a subsidiary of Liverpool County FA.

The successful candidate will lead, coach, develop and mentor a talented team that works across six Local Authorities: Liverpool, Knowsley, Sefton, St Helens, Warrington & Halton.

This is an incredibly exciting opportunity and a fantastic time to join the organisation as we continue to transform our organisation and focus on creating a better football experience for all.

Please use the following link to hear about our 2021-24 Business Strategy:
<https://www.liverpoolfa.com/about/strategy>

This is a full-time permanent role with a salary of £50,000 plus benefits, dependent upon experience.



HOW TO APPLY

The post is full-time (35 hours per week) and will be based between at our new 'LCFA Sefton' site, Drummond Rd, Thornton, Sefton. The role will include regular evening and weekend work.

Application Closing Date: Friday 21st Dec 2022

Interview Date (1st round): Thurs 5th Jan 2023

Interview Date (2nd round): Thurs 12th Jan 2023

For more information about the role please visit the Liverpool FA website to download the FULL job description. If you would like to talk to someone about 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.

www.liverpoolfa.com/jobs

To apply for the role please complete:

- A CV setting out your career history, with responsibilities and achievements, details of your salary and benefit 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.*

References will not be contacted without your prior consent.

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 & SPECIFICATION

Job Purpose(s):

- To lead delivery of The FA National Game Strategy, Liverpool County FA and LCFA Sefton CIC Business Strategies.
- To be responsible and accountable for the day-to-day running of Liverpool County FA and LCFA Sefton CIC.
- To drive the strategic direction and culture of 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 County FA and grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Job Responsibilities:

- Ensure Liverpool County FA and LCFA Sefton CIC works within agreed organisational values and delivers against its strategic objectives.
- Perform the duties of a Company Secretary and ensure that Liverpool County FA and LCFA Sefton CIC 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.
- Manage budgets through appropriate systems and processes and allocate resources to ensure that Liverpool County FA and LCFA Sefton CIC operates within sound financial principles.
- Manage the relocation of Liverpool County FA, maintaining business continuity and managing business risk.
- Maintain an oversight of all policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Accountable for ensuring that safeguarding is embedded throughout the Liverpool County FA and grassroots football in accordance with safeguarding legislation, FA Safeguarding Policy, best-practice guidance and education programmes.
- Ensure the Liverpool County FA and LCFA Sefton CIC Board of Directors 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's Business Strategy, Budget, Risk Register and Operational Plan.
- Accountable for ensuring that staff and volunteers deployed by the Liverpool County FA and LCFA Sefton CIC 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 new appointments.
- Lead investigations into allegations made against Liverpool County FA and LCFA Sefton CIC staff or volunteers and/or other volunteers directly deployed on behalf of Liverpool County FA and LCFA Sefton CIC 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 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 all Liverpool County FA premises in line with Health and Safety legislation.
- Responsible for the wellbeing, development and ongoing performance of the workforce.
- Work with the Liverpool County FA and LCFA Sefton CIC Boards 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 locally, regionally and nationally to improve delivery and increase relevance of football locally.
- 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 excellence 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's changing priorities.

Qualifications:

Essential

- Educated to Degree Level.

Desirable

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

- 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 to generate income.
 - Ability to work under pressure, handle multiple priorities and meet deadlines.
 - Ability to manage conflict and experience of crisis management.
 - Excellent IT skills including the use of Microsoft Office applications.
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Knowledge & 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, 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 facility management and operations.
- Knowledge of marketing, communications & PR.
- Previous experience of working in grassroots football or other sports-related governing bodies.

Enhanced DBS Check required? Yes

Clean, full driving license required? Yes

Check required on Companies House disqualified directors' register? Yes

The successful applicant will be expected to work in accordance with the values of Liverpool County FA at all time.

Liverpool County FA Values & Behaviours

- **Teamwork**
- **Inclusivity**
- **Passion**
- **Integrity**

Job Description authorised by **Ian Wild, Chair of LCFA**

Date Job Description authorised: **May 2022**

Signed by job holder

(on appointment)