



**NORFOLK  
FOOTBALL**

## Job Description and Person Specification

<b>Job title</b>	Chief Executive Officer
<b>Reports to</b>	Chair of the Board of Directors

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To lead delivery of the County FA's Business Strategy and The FA Grassroots Football Strategy</li> <li>To provide strategic direction to the County FA's Senior Leadership Team (SLT)</li> <li>To be responsible and accountable for the day-to-day running of the County FA including each of the Association's Football Development Centres (theFDCs)</li> <li>To spearhead the strategic direction and culture of the County FA and act as an ambassador for grassroots football</li> <li>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 the County FA and grassroots football</li> <li>To support the adoption of FA technology systems across grassroots football</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time</li> </ul>	
<b>Direct reports</b>	Head of Facilities & Development Head of Finance Head of Football Services Head of Marketing & Communication Operations Manager

<b>Location</b>	Norfolk County FA, TheFDC, Clover Hill Road, Norwich, NR5 9ED with the ability for a hybrid of working from the office location above, theFDCs and at home as agreed with Chair of the Association
<b>Working hours</b>	37.5 hours per week Core working hours of 9am to 5pm, Monday to Friday or in line with the operational needs of the Association and its Football Development Centres, which is likely to result in regular evening and weekend work where required.
<b>Contract type</b>	Permanent
<b>Salary Range</b>	£50,000 - £55,000 plus additional benefits



## **Responsibilities**

- Ensure the County FA works within agreed organisational values and delivers against its strategic objectives
- Perform the duties of a Company Secretary and ensure that the 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
- Manage budgets through appropriate systems and processes and allocate resources to ensure that the County FA operates within sound financial principles
- Maintain an oversight of all the County FA policies and procedures, ensuring that they are reviewed annually and updated where necessary
- Accountable for ensuring that safeguarding is embedded throughout the 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 the County FA's Business Strategy, Budget, Risk Register and Operational Plan.
- Accountable for ensuring that staff and volunteers deployed by the County FA are suitable for their roles and uphold the values and behaviours of the County FA through a safer and inclusive recruitment policy and that this policy is applied to new appointments
- Lead investigations into allegations made against County FA staff or volunteers and/or other volunteers directly deployed on behalf of County FA 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 the 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 the County FA by maximising assets and continually raising its image, profile and reputation
- Lead on the capital redevelopment of the FDC in conjunction with the Head of Facilities & Development and key partners (Football Foundation, Norwich City Council etc)
- Provide the strategic direction on the capital investment plan across each of the centres
- 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
- Ensure the 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 Events, Whole Game System, Matchday app and Full-Time)
- Execute tasks as required in order to meet the County FA’s changing priorities

<b>Person specification</b>	
<b>Qualifications</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level (or equivalent work experience)</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Recognised management qualification e.g. CMI, MBA</li> <li>• Recognised accountancy qualification e.g. ACCA, CIMA, CIPFA</li> <li>• A company secretary qualification</li> </ul>
<b>Skills</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to lead a team with excellent communication and people management skills</li> <li>• Strategic level decision-making skills in a fast-paced and stakeholder-intensive environment</li> <li>• Business planning, objective setting and managing team and individual performance</li> <li>• Ability to influence effectively at all levels</li> <li>• Expertise in managing and engaging a wide range of stakeholders to create sustainable partnerships</li> <li>• Ability to lead the team in delivering exceptional customer service</li> <li>• Coaching and mentoring skills</li> <li>• Financial acumen and the proven ability to establish and monitor financial control systems and manage risk</li> <li>• Ability to develop and implement commercial strategies to generate income</li> <li>• Ability to work under pressure, handle multiple priorities and meet deadlines</li> <li>• Excellent IT skills including the use of Microsoft Office 365 applications</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of parts of the Companies Act 2006 relevant to a Company Limited by Guarantee and any other UK legislation as appropriate to the business</li> <li>• Knowledge of planning and associated building regulations, relevant legislation and risk assessment</li> <li>• Ability to support and manage voluntary committee structures</li> </ul>
<b>Knowledge and experience</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Fundamental understanding of running a business, including finance and human resource management</li> <li>• Experience in delivery of strategic objectives</li> <li>• Understanding of football governance and development</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Comprehensive understanding of The FA’s Grassroots Football Strategy and how the County FA Business Plans support its delivery</li> <li>• Knowledge and understanding of working with volunteers</li> <li>• Knowledge of marketing</li> </ul>



<ul style="list-style-type: none"> <li>• Knowledge of relevant legislation including company law, equality legislation, employment and health and safety legislation</li> <li>• Knowledge and understanding of safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in grassroots football or other sports-related governing bodies.</li> </ul>
<b>Enhanced DBS Check required?</b>	YES
<b>Check required on Companies House disqualified directors' register?</b>	YES
<b>Clean, full driving licence?</b>	YES

<b>The job holder will be expected to understand and work in accordance with the values and behaviours described below</b>	
<b>NCFA DNA</b>	<b>Behaviours</b>
<b>INCLUSIVE</b> <i>'Having inclusion at the heart of the way that we work and operate'</i>	<ul style="list-style-type: none"> <li>• Openly collaborates with colleagues, individuals, and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience, and perspective</li> </ul>
<b>EMPATHETIC</b> <i>'Demonstrating empathy with colleagues, individuals, and partners that we work with'</i>	<ul style="list-style-type: none"> <li>• Considers the impact that decisions and views may have on other people's feelings</li> <li>• Demonstrates a caring and supportive approach to the thoughts and feelings of other staff members</li> </ul>
<b>INNOVATIVE</b> <i>'Continuously looking at new ways and ideas to ensure Norfolk Football moves forward'</i>	<ul style="list-style-type: none"> <li>• Seeks out and embraces new ways of thinking and working</li> <li>• Utilises the resources available to achieve the best possible outcome</li> </ul>
<b>PASSIONATE</b> <i>'Demonstrating an enthusiasm and drive to serve Norfolk Football'</i>	<ul style="list-style-type: none"> <li>• Focused on seeing agreed goals through to completion, taking pride in their work</li> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve goals</li> </ul>
<b>TRANSPARENT</b> <i>'Offering total visibility and demonstrating integrity within everything we do'</i>	<ul style="list-style-type: none"> <li>• Provides open communication internally and externally, where appropriate</li> <li>• Demonstrates accountability for actions and behaviours</li> </ul>

***"Norfolk County FA is committed to providing equality of opportunity and welcomes applications from all sections of the community."***