**Job Description and Person Specification**

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

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| **Job purpose(s)** |
| * To lead delivery of The FA Grassroots Football Strategy and the Northamptonshire FA Business Strategy.
* To be responsible and accountable for the day-to-day running of the Association.
* To spearhead the strategic direction and culture of the Northamptonshire 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 365 for County FAs, overseeing effective safeguarding delivery across the Association 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.
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| **Direct reports** | Football Development Manager, Safeguarding Manager, Facilities Lead, Finance Officer |

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| **Location** | 9 Duncan Close, Moulton Park, Northampton, NN3 6WL |
| **Working hours** | Contracted 35 hours per week which may include evening’s and weekend’s wherever the role dictates. |
| **Contract type**  | Permanent |

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| **Responsibilities** |
| * Provide an effective interface between the Board, Council, Committees and staff.
* Ensure the Northamptonshire Football Associationworks within agreed organisational values and delivers against its strategic objectives within the guidance of a pre-agreed business plan.
* Oversight and delivery of the company’s Strategic Operational Plan in accordance with the FA’s National Strategy.
* 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 NFA operates within sound financial principles.
* Maintain an oversight of all the Association’s policies and procedures, ensuring that they are reviewed annually and updated where necessary.
* Develop and maintain positive relationships with the National FA, Clubs, Referees, Leagues and other key stakeholders and business partners.
* Accountable for ensuring that safeguarding is embedded throughout the NFA and grassroots football in accordance with safeguarding legislation, FA 365 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 Northamptonshire FA Business Strategy, Budget, Risk Register and Operational Plan.
* Accountable for ensuring that staff and volunteers deployed by the NFA are suitable for their roles and uphold the values and behaviours of the Association through a safer recruitment policy and that this policy is applied to new appointments.
* Lead investigations into allegations made against NFA staff or volunteers and/or other volunteers directly deployed on behalf of the Association 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 company 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 Association 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.
* Ensure the NFAis 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).
* Ensure provision is in place for the company to comply with the requirements of the current Companies Act including acting as Company Secretary.
* Execute tasks as required in order to meet the NFA’s changing priorities.
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| **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.
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| **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.
* 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*** Successful sports development activity
* Safeguarding Qualification
* Experience of Xero Accountancy software
* Experience of Smartsheet software
* Basic understanding of FA Tech Systems (including but not limited to Whole Game System, FA Events Platform, Full-Time etc)
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| **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, equality legislation, employment and health and safety legislation.
* Knowledge and understanding of safeguarding.
 | **Desirable*** Comprehensive understanding of The FA’s Grassroots Football 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.
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| **Enhanced DBS Check required?** | YES |
| **Check required on Companies House disqualified directors’ register?** | YES |
| **Clean, full driving licence?** | YES |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below:** |
| **FA value** | **Behaviours** |
| PROGRESSIVE | **Embraces new thinking in pursuit of continuous improvement:*** 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.
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| RESPECTFUL | **Sets the standards for respectful behaviour across the game:*** Maintains people’s self-esteem when interacting with them.
* Avoids pre-judgement when listening to suggestions from others.
* Seizes the opportunity to apply FA standards at all times.
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| INCLUSIVE | **Champions and ensures that football is, and will remain, a game for *everyone:**** 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.
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| DETERMINED | **Tenacious and accountable. Serving the whole game and doing the right thing:*** 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.
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| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:*** Seeks to achieve the highest levels of performance at all times.
* Persistent to achieve a standard that others consider impossible.
* Challenges others to go further and achieve more.
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| **Job description reviewed and modified by:** | Jim Wilkinson |
| **Date job description reviewed and modified:** | 30th May 2022 |
| **Job description authorisedby:** | Jim Wilkinson |

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| **Signed by job holder (on appointment):**  |  |
| **Date signed:** |  |

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