



# Northamptonshire Football Association Ltd



<b>Job Title:</b>	<b>The Executive Officer</b>	<b>Reports To:</b>	<b>The Chairman of the Board of Directors</b>	<b>Salary Range:</b>	<b>Salary Range from £41,00 to £60,000 subject to experience and performance</b>
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### Job Purpose:

To be responsible and accountable for the day to day running of the Northamptonshire Football Association to ensure the effective delivery of its football governance and business activities. To be accountable to the Board of Directors on matters relating to this including staff performance, legal, and financial matters, risk management, football administration and development, marketing/communications & public relations.

<b>Jobs Reporting Into The Job Holder:</b>	Departmental Leads and the Designating Safeguarding Officer.
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### Key Accountabilities:

- To report to the Board of Directors and to provide an interface between the Board, Council, Committees and the Staff
- To be responsible for the County's Business Plan with the support of and for approval by the Board of Directors.
- To be responsible for the delivery of all strategic objectives of the Association's Business Plan with the support of the Board and relevant Committees
- To be responsible for the oversight of delivery of the Company's Strategic Operational Plan in accordance with the FA's National Strategy
- To be responsible for the development of, and to present progress reports on the delivery of the Business and County Strategic Operational Plans (including management accounts) to the Board of Directors for regular monitoring and evaluation.
- To be responsible for annual budgeting and provide monitoring and analysis of the financial accounts and performance against budgets for the Board of Directors.
- To be responsible for the Football Operations of the Business and ensure compliance with all FA Rules and Regulations as well as Association Rules and Regulations
- To be responsible for the efficient and effective delivery of all business, football development and administration activities within the Association
- To develop and maintain positive and productive relationships with The Football Association, clubs, referees and leagues and other key football stakeholders and business partners
- To be the Association's Safeguarding Lead and ensure compliance with the FA's Safeguarding Operating Standards (SOS).l
- To be responsible for all personnel management to support the delivery of the County Business Plan. This includes the implementation staff policies and procedures (as approved by the Board) to ensure compliance with UK and EU employment legislation, recruitment, performance management, training and development.
- To ensure that an information technology structure is appropriately utilised and maintained to satisfy the requirements of The Football Association and the County FA initiatives
- To ensure the property of the Association is managed and maintained, complying with all health and safety regulations. This includes the monitoring of health & safety and risk management policies and procedures, as approved by the Board of Directors, for all areas of the business
- To ensure provision is in place for the Company to comply with the requirements of the current Companies Act including acting as Company Secretary

<b>Enhanced CRB Check Required:</b>	YES
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### WHAT IS NEEDED TO CARRY OUT THE ROLE?

Essential Skills:	Desirable Skills:
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Fundamental understanding of running a business, business division or other organisation, ideally with P&amp;L responsibility and workforce responsibilities.</li> <li>• An in depth understanding of the operation of a strategic delivery organisation and management at Board level, performance management and financial risk.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience of making strategic level decisions in a fast paced and stakeholder intensive environment.</li> <li>• Delivery of strategic KPIs.</li> </ul> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>• Understanding of safeguarding priorities and bodies</li> <li>• High level of numeracy &amp; fiscal management</li> <li>• Project Management experience</li> <li>• Advanced Reporting Writing skills</li> <li>• Use of Microsoft Office &amp; Dynamics CRM</li> <li>• Ability to create presentations and present to a wide range of key stakeholders</li> <li>• Effective deployment of performance appraisals to staff</li> <li>• An understanding and awareness of generic Equality law</li> <li>• An understanding and awareness of good practice within sports equality</li> <li>• The ability to engage with a wide and diverse range of people</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• First degree level qualifications</li> <li>• Working towards a management, leadership or financial related professional qualification e.g. MBA, CMgr, ACCA</li> <li>• People development based Coaching training and/or qualification</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Grassroots football experience or other sports related governance industries.</li> </ul> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>• Safeguarding qualification</li> <li>• Experience of Xero accountancy software</li> <li>• Advanced skills in Microsoft Dynamics software</li> <li>• Basic Health and Safety knowledge</li> <li>• Basic Project Management skills</li> <li>• Sport England governance code knowledge</li> </ul>

Behaviours level required:	Level required:
<ul style="list-style-type: none"> <li>• Delivery</li> <li>• Teamwork</li> <li>• Customer Excellence</li> <li>• Communicating</li> <li>• Personal Professional Development and the professional development of Others</li> <li>• Leadership</li> <li>• Problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• Strives to improve performance</li> <li>• Facilitates ways for teams to work together</li> <li>• Anticipates customers' needs</li> <li>• Tailors own approach to engage with other people</li> <li>• Coaches and provides development opportunities</li> <li>• Builds the confidence for others to succeed</li> <li>• Brings together ideas and solutions</li> </ul>

<p><b>Author:</b></p>  <p><b>Date:</b></p>	<p><b>Signed by Job Holder:</b></p>  <p><b>Date:</b></p>
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