



NORTHANTS FOOTBALL



JOIN THE TEAM
RECRUITMENT PACK
Chief Executive Officer

CONTENTS

- 03** Introduction from the Chair
- 04** About Northants FA
- 05** Our Strategy
- 06** Strategic Goals
- 07** The Opportunity
- 08** The Role
- 10** Person Specification
- 13** How to Apply



INTRODUCTION FROM THE CHAIR



As we edge closer to a new four-year strategic cycle, we can look forward to an exciting and prosperous future for our County FA. The past two years have seen the Association make some excellent progress and as we enter the final year of our current strategy, our key performance indicators have been all but met across the board.

We have gained a reputation for being the 'model' CFA in relation to safeguarding having successfully met all NSPCC assessment measures for a second consecutive year. We have carefully and successfully managed a budget that allows us to keep costs to all participants at a minimum and the staff team are now more or less back to full strength following the impact of the pandemic. We are delighted with the progress being made by both long-term and more recently appointed employees in delivering on both FA and local football objectives.

General feedback from our stakeholders also indicates that good progress is being made by the NFA across the County. A renewed transparency and consistency have enabled Leagues and Clubs to gain confidence in the organisation with a greater number of volunteers clearly able to identify the contributions of the Association to the wider football community.

We will be aiming to build upon this improved perception by bringing the NFA Board, Council and Staff together in support of those that make the game happen in Northamptonshire. Our aim is quite simply to provide a framework of equal opportunity allowing everyone to enjoy our beautiful game in a fun, safe and welcoming environment.

To that end we're looking for a new CEO to be responsible and accountable for the day-to-day running of the NFA and to spearhead the strategic direction and culture of the NFA, acting as an ambassador for grassroots football.

We look forward to hearing from you...

Jim Wilkinson
Chair of Northants Football Association



NORTHANTS FOOTBALL

ABOUT NORTHANTS FA

Northants FA is the local governing body for football covering Northamptonshire. Our role is simple; To Protect, Promote & Progress an individual's journey in football by inspiring a lifelong relationship with the Game. Football has the power to Change Lives and connect people, and this is why we do what we do.

Since 1895, Northants FA have been governing the game locally, working with our member clubs and leagues to ensure that the game is played with integrity and passion. Over the years, the role that Northants FA plays in football has changed significantly and it now looks after over 27,000 players across 1,600 teams, engaging with thousands of coaches, referees, supporters, club and league officials and parents.

The County FA is responsible for everyone's journey in football and our role is to keep opening opportunities and breaking down barriers for more and more people to enjoy this beautiful game.

Our staff team provide expert advice and support to our members across a variety of development, safeguarding and governance fields.

Our Board of Directors, composed of dedicated and skilled individuals with a passion for making a difference, provide support and advice to the executive team with expertise in:

- Safeguarding
- Finance
- Grassroots Football Inclusion
- Human Resource

We hope to complement this strong group further with additional, wider expertise.

Our ambition for improving the game and people's lives drives our strategy and the work we do.



OUR STRATEGY

In July 2021 we updated our strategic goals with a new 3-year strategic plan. As we now begin to look beyond 2024 and into a new FA development cycle, we can reflect on a successful two years...

With each passing season comes renewed optimism after some very dark days for our communities and our sport. Significant changes have been made within the business during recent years to enable us to look ahead with confidence. From a versatile, highly qualified and diverse Board of Directors to a streamlined but focused team of staff, we continue to embrace the principles of safeguarding, good governance, equality, inclusion and financial stability to ensure the next chapter in the Association's illustrious history is protected and enhanced in the years ahead.

NFA Vision – We want every stakeholder in the County game to "Feel Good About Football"

NFA Values – We Care, we are Visible, we are Inclusive, we are Fair & Transparent, and we "Make a Positive Difference"

NFA Mission – We will connect with our community to Protect, Promote and Progress the game



STRATEGIC GOALS

Our strategic goals can be summarised into 3 areas - **protect**, **promote** and **progress**

By June 2024 Northamptonshire FA will:

- Be fully compliant with FA Safeguarding Standards
- Be fully compliant with FA Code of Governance
- Be financially secure, adopting all FA Finance Standards
- Have attained as a minimum, the Equality Standard for Sport Preliminary Level
- Have a diverse and inclusive offer for any players new to the game
- Have the health and welfare of its staff, volunteers and stakeholders at the very heart of its work
- Provide a 'game for life' for everyone who plays football in the county
- Ensure all players, coaches and referees have the opportunity to fulfil their individual potential
- Be visible to the wider community, with our work and ambitions clearly understood by all stakeholders
- Attain and exceed all FA Key Performance Indicators
- Put fun back into the game for all stakeholders across the County following many years of discontent and mis-trust



THE OPPORTUNITY & ROLE PURPOSE

THE OPPORTUNITY

Northants FA are inviting applications for an Chief Executive Officer on a permanent contract. 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 sport and in particular football and demonstrable experience of leading organisations through change.

LOCATION

The role is based at the County FA Headquarters.
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.

JOB PURPOSE

- 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.



THE ROLE

RESPONSIBILITIES

- Provide an effective interface between the Board, Council, Committees and staff.
- Ensure the Northamptonshire Football Association works 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.



THE ROLE (CONTINUED)

RESPONSIBILITIES

- 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 NFAs 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.

QUALIFICATIONS

| ESSENTIAL | DESIRABLE |
|--|--|
| <ul style="list-style-type: none"> Educated to degree level (or equivalent work experience) | <ul style="list-style-type: none"> Recognised management qualification e.g. CMI, MBA. Recognised accountancy qualification e.g. ACCA, CIMA, CIPFA. A company secretary qualification. |

SKILLS

| ESSENTIAL | DESIRABLE |
|---|--|
| <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> 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) |

KNOWLEDGE & EXPERIENCE

ESSENTIAL

- General office administration experience
- Creating and maintaining structured, online filing systems
- Minute taking
- Secretarial duties including typing & filing (online & offline)
- Booking venues, transport & accommodation
- Diary management
- Obtaining quotations from essential suppliers and liaising/building relationships with suppliers
- Maintaining accurate and complete personnel records
- Knowledge of and commitment to equality, diversity and inclusion

DESIRABLE

- Knowledge of safeguarding in a sporting environment
- Knowledge and 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
- Experience in the football community and a passion for football.

ENHANCED DBS REQUIRED*

YES

CLEAN, FULL DRIVING LICENCE

YES

THE ROLE HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW:

| NFA VALUES | BEHAVIOURS |
|-------------------------------|--|
| WE CARE | <p>Demonstrates empathy for the football community:</p> <ul style="list-style-type: none"> • Protecting the interests of all participants • Promote positive behaviours • Progress every aspect of the game to the benefit of all |
| WE ARE VISIBLE | <p>Champions all that is good about football:</p> <ul style="list-style-type: none"> • Demonstrates the values of the Association • Avoids pre-judgement when listening to suggestions from others • Seizes the opportunity to apply FA standards at all times |
| WE ARE INCLUSIVE | <p>Ensures that football is, and will remain, a game for everyone:</p> <ul style="list-style-type: none"> • 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. |
| WE ARE FAIR AND TRANSPARENT | <p>Serving the whole game and doing the right thing:</p> <ul style="list-style-type: none"> • Avoids bias and subjectivity • Retains the values of sportsmanship and follows rules and standards • Provides good judgement and reasoning for all decisions |
| WE MAKE A POSITIVE DIFFERENCE | <p>The very best outcome achieved by sustained excellence in performance:</p> <ul style="list-style-type: none"> • 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 |

****Northamptonshire FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.***



HOW TO APPLY

TO APPLY FOR THIS ROLE PLEASE PREPARE:

- A CV setting out your career history, with responsibilities and achievements, details of your salary 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.
- Complete the Equality and Diversity Monitoring Form found [here](#)
- Northamptonshire FA is an equal opportunity employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion and belief
- [Click here](#) to see the Northants FA Safer Recruitment Policy
- Please then load these into our [application form](#) by 1pm, Friday 22 September 2023.

Please note, interviews are scheduled to take place on either Thursday 5 or Friday 6 October 2023. Applicants successfully shortlisted must be available to attend.

If you would like to talk to someone about the role please contact either:

- Jim Wilkinson (Chair of the NFA) jameswilkinson3@hotmail.com or,
- Gavin Lemmon (FA, CFA Regional Manager – East) Gavin.Lemmon@theFA.com

Protecting your personal data is of the utmost importance to Northants FA and we take this responsibility very seriously. Any information obtained by us or our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with are securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.



NORTHANTS FOOTBALL

9 Duncan Close, Moulton Park Industrial Estate, Moulton Park, Northampton NN3 6WL

01604 670741