**Role Profile**

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| Job title | RAF Football Association - Chief Executive Officer |
| Reports to:  | Chairman | Jobs Reporting into the Job Holder: | All Members of RAF FA Executive Committee(Organisational Chart Attached) |
| 1. **Job Purpose**
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| To deliver the RAF Football Association Strategy and Vision and meet the (FA endorsed) strategic objectives cited within the 2021-2024 Business Reset Strategy[[1]](#footnote-2). Key to which is the objective to, ‘Re-generate, evolve and expand participation at all levels, providing opportunities for all’. |
| 1. **Principal Accountabilities/Responsibilities**
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| Supported by all members of the Board and RAF FA Executive Committee, you have the following responsibilities: • * Ensure the safe delivery of Stn, pan-service and regional tournaments from Grassroots football through to Senior Representative Level.
* Delivery of suitably qualified officials, coaches and medical staff to support all levels of football.
* Constant engagement with the RAF FA HQ Permanent Staff to maintain the appropriate blend within the Association between the HQ and the volunteer cadre.
* Chair the RAF FA Executive Committee Board; commitment is 6-8 meetings per year.
* Sit as a Trustee on the RAF FA Board of Trustees; commitment is 3-4 meetings per year.
* Liaison with the RAF FA Inter-Stn League Chairmen.
* Delivery of Elite Football within the RAF.
* Operational Leadership and Guidance for the 5 x Representative Teams.
* Liaison with the RAF FA Veterans Community.
* Support the RAF FA Chairman in the delivery of football.
* Provide guidance and oversight in support of the Chair, who acts as the Responsible Person for the RAF FA and owns the Association Safety Management Plan.
* Sit on the RAF FA Board of Trustees as a nominated Trustee.
* Lead the delivery of the RAF Cup and RAF FA Festival of Football.
* Oversee programmes/projects to deliver the targets to retain and grow participation for male, women and BAME players across all football formats.
* Contribute to raising the profile and the perception of the RAF FA in leading and developing grass roots football.
* Identify, manage and develop relationships with key partners (including sponsors) to meet the objectives and targets of the RAF FA.
* Undertake and support the compliance of Safeguarding 365.
* Responsibility for safeguarding policy to protect vulnerable people engaged with the Association.
* To support the England Football Accreditation Programme.
* Support the delivery of the Association’s 3-year business strategy, annual operational plan and FA KPIs
* Promote an inclusive working environment.
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| 1. **Knowledge/Experience/Technical Skills/Behaviours**
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| **Essential:** |  **Desirable:** |
| · Developing goal setting/strategic delivery plans · Monitoring and evaluation · Project management skills/experience · Budget management skills/experience · Managing Teams  | · Knowledge of the structure and organisations within RAF FA· Demonstration of equality in action· Practical experience of Sports / Football Development · Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice · Ability to work with partner organisations to deliver Football Development objectives · OF5/OF6  |
| **b) Key skills – as defined in County Football Association Competency Model** | **Key Information** |
| · Problem Solving · Teamwork · Communicating · Delivery · Customer Excellence · Developing Self and Others · Leadership | * Essential that the selected individual is currently serving and of sufficient experience to run and manage the largest Sports Association in the RAF: OF5 rank or above is recommended.
* Time commitment demands weekly engagement, with higher periods of activity through the Feb-Apr timeframe.
* Some form of indication of a time commitment, especially as we are looking likely to be looking internally at a serving officer
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| **Further Information** |
| 1. Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? **NO**
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| Completed by Name/Role Signature Date |  |
| Signature |  |
| Date |  |

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

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1. <https://www.thefa.com/-/media/cfa/royalairforcefa/files/stratagies/raf---2021-24-business-reset-strategy_v7.ashx?la=en> [↑](#footnote-ref-2)