



Royal Navy FA

CHIEF EXECUTIVE OFFICER

APPLICATION PACK

May 2026

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ABOUT THE ROYAL NAVY FA

The birth of the Royal Navy Football Association took place on the 13th January 1904 in the offices of The Southern Daily Mail. The Royal Navy Football Association is the governing body for football across the Royal Navy, overseeing one of the largest and most widely participated sports within the Service. It delivers competitive and representative football, promotes participation at all levels, and plays a key role in supporting physical fitness, wellbeing, and operational effectiveness.

Operating through a network of staff, volunteers, coaches, and officials, the RNFA is committed to providing high-quality playing opportunities for all personnel. Its current strategy (2024–2028) focuses on expanding participation, particularly in women's football, improving facilities, raising standards of behaviour, and strengthening the development and recognition of its volunteer workforce.

With a strong emphasis on inclusion, diversity, safeguarding, and good governance, the RNFA aims to create a modern, progressive sporting environment where everyone can access and enjoy football. The organisation works in partnership with military and civilian stakeholders to ensure sustainable growth and continued success across the game.

Royal Navy FA Vision & Mission

Vision

A Modern Game For a Modern Navy, with inspired and inspiring people working as one team

Mission

To be an inspirational organisation that supports the development of football in the service and provides leadership in the pursuit of excellence, in co-operation with our stakeholders.

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We are seeking to recruit an inspiring, dynamic, and motivated leader as our new Chief Executive Officer (CEO). The successful applicant will be a highly skilled and enthusiastic individual with a passion for football and a track record in strategic leadership. The CEO will drive participation, performance, governance, and commercial sustainability while upholding the values of the Royal Navy and the Association.

JOB TITLE	Chief Executive Officer (CEO)
REPORTS TO	Chair of the Trustee Board & SMT Chair
LOCATION	HMS Temeraire, Burnaby Road, Portsmouth, PO1 2HB
HOURS	37.5 Hours per week including evenings and weekends.
CLOSING DATE	4PM Friday 29 th May 2026

JOB PURPOSE

- To be responsible and accountable for the day to day running of the Royal Navy Football Association. (RNFA)
- To lead delivery of The FA Grassroots Football Strategy and the RNFA Business Strategy.
- To perform the role of Senior Safeguarding Lead (SSL) as outlined in The FA's Safeguarding 365 for County FAs'.
- To be accountable to the Trustees on matters relating to the Business Plan including workforce, legal and financial matters, safeguarding, football development, football governance and administration, GDPR, marketing, communications and public relations and risk management.
- To be responsible for managing the association's finances, including financial planning, management of financial risks, record-keeping, and financial reporting.
- Act as Company Secretary to ensure legal compliance across all areas of the charity.
- Act as Charity Secretary to the RNFA Trustees.

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RESPONSIBILITIES

- To spearhead the strategic direction and culture of the RNFA and act as an ambassador for the Association.
- Lead the compilation of the RNFA's Business Plan and Strategy with the support of, and for approval by the SMT/Trustees.
- To be responsible for leading the day to day running of the RNFA, ensuring the effective delivery of its business plan and strategy aligned to The FA's National Game Strategy.
- To be responsible for the well-being, development, and on-going performance management of the RNFA workforce and act as Line Manager for all permanent staff.
- Act as the Senior Safeguard Lead (SSL) and ensure the RNFA effectively implement and maintain the FA's Safeguarding Operating Standard within Football.
- Production and presentation of progress reports on delivery of the RNFA Business Plan, Operational plans, and financial control systems to the RNFA Trustees, Senior Management team and the FA.
- All human resource management to support the delivery of the Business Plan/Strategy. This includes the implementation of staff policies and procedures to ensure compliance with UK and EU employment legislation, recruitment, performance management, training, and development.
- Ensure that an information technology structure is implemented and appropriately maintained to satisfy the requirements of The FA and the RNFA.
- Embed Equality, Diversity and Inclusion (EDI) principles across all RNFA activities, ensuring equitable access and representation.
- Act as the Secretariat to the Trustees and ensure that the Charity complies with the requirements of the Charities Act 2011.

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RESPONSIBILITIES

- Maintain full compliance with The Football Association's Code of Governance and all relevant regulatory frameworks.
- To be responsible for the key relationship management with the Football Association and ensure that all activities are managed with integrity and the highest levels of compliance.
- To work with the trustee Board and its Committees, on matters relating to workforce, finance, EDI, corporate governance, football development and services, marketing, communications, public relations, and risk management.
- To attract increased investment into the RNFA by maximising assets and continually raising the profile, image, and reputation.
- Ensure compliance with RNFA's health and safety policies.
- Accountable for ensuring that staff and volunteers deployed by the RNFA 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.
- Generate a culture of listening to young people and ensure there are processes in place to consider their views as part of the decision-making process.
- An understanding and awareness of generic Equality law and of good practice within sports equality.
- Champion a culture of respect, fairness, and zero tolerance for discrimination.
- Execute additional tasks as required in order to meet the RNFA's changing priorities.

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Person Specification

Qualifications

Essential

- Educated to degree level (or equivalent work experience).

Desirable

- Recognised management qualification.

Knowledge and Experience

Skills Essential

- Comprehensive understanding of The FA's National Game Strategy and how County Business Plans support its delivery.
- Strategic level decision-making skills in a fast-paced and stakeholder-intensive environment.
- Write and implement comprehensive and achievable business plans.
- A working understanding and application of inclusion, equality, and anti – discrimination, safeguarding procedures, and best practice.
- Delivery of strategic KPIs.
- High level of numeracy & fiscal management.
- Ability to lead a team with excellent communication and people management skills.
- Advanced reporting writing skills.
- Demonstrate excellent communication, presentation, and customer service skills.
- Effective deployment of performance appraisals to staff.

Skills Desirable

- Ability to work under pressure, handle multiple priorities and meet deadlines.
- Experience of leading, managing and developing an effective staff team.
- Working knowledge of parts of the Charities Act 2011 and any other UK/EU legislation as appropriate to the business.
- Coaching and mentoring skills.
- Experience of Xero accountancy software.
- 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.
- Excellent IT skills including the use of Microsoft Office applications.
- Grassroots football experience or other sports related governance industries.
- Safeguarding qualification.

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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 charity law, equality legislation, employment and health and safety legislation.
- Knowledge and understanding of safeguarding.
- Valid UK/EU Driving Licence.

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.
- Understanding of Sports Governance within the Royal Navy.
- Basic Health and Safety knowledge.
- The ability to engage with a wide and diverse range of people.

Required:

- Enhanced DBS check
- Check on Companies House disqualified directors' register
- Clean, full driving licence

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Safeguarding

The Royal Navy Football Association is committed to maintaining the highest standards of safeguarding to ensure that all participants can engage in football in a safe, supportive, and inclusive environment. This includes implementing robust safeguarding policies, ensuring all staff and volunteers are appropriately trained and vetted (e.g. DBS checks), and establishing clear reporting and accountability structures for safeguarding concerns. We act in accordance with MOD legislation, statutory guidance and The FA's Safeguarding Policies and Procedures and any associated guidance including the achievement and retention of The FA's Safeguarding 365 Standard for County FAs.

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.

Equality & Diversity

The Royal Navy Football Association is equally committed to advancing Equality, Diversity and Inclusion (EDI) across all aspects of its work. The organisation strives to create an environment where all personnel—regardless of gender, ethnicity, background, rank, ability, or personal circumstances—have equal opportunity to participate, develop, and succeed in football. In alignment with the standards of The Football Association, the RNFA actively promotes inclusive practices, challenges discrimination, and seeks to reflect the diversity of the Royal Navy. To find out more about the work we are doing in this area please see our Equality, Diversity and Inclusion Action Plan.

The Royal Navy Football Association is committed to equality, diversity and inclusion and welcomes applications from all sections of the community. We are particularly interested in attracting candidates from underrepresented groups and are committed to ensuring an inclusive recruitment process that is accessible to all. All appointments will be made on merit.

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Application Process

Please submit your CV, covering letter and completed Equality and Diversity Monitoring Form (see below) via email to Fraser.Quirke914@mod.gov.uk no later than **4PM on Friday 29th May 2026**.

Applications received after the deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.

Receipt of applications will not be acknowledged.

Interviews will be held at our offices at HMS Temeraire, Burnaby Road, Portsmouth, Hants, PO1 2HB **11th/12th June 2026**, with time slots available to meet the needs of the applicant.

Application Documents

- Send your CV setting out your career history, which should include your current/previous responsibilities and achievements.
- A cover letter of no more than two pages, which fully addresses the criteria in the job description and person specification, explaining why you think you are suitable for this role.
- Equality and Diversity Monitoring Form.

Contact

If you have any questions about the role, please contact the current CEO, Steve Johnson - Steve.johnson@navyfa.com, for an informal discussion.

For questions relating to contractual matters for the advertised position, please contact Gavin Howe - Trustee Board Chair - Gavin.howe@1cor.com