

ROLE PROFILE

JOB TITLE:	Chief Executive Officer
REPORTS TO:	The Chairman of the Board of Trustees
DIRECT LINE REPORTS:	Operations Manager, Finance Manager, County Welfare Officer
JOB PURPOSE:	<ul style="list-style-type: none"> • To provide effective and strategic leadership to the Surrey County FA, and act as a strong figurehead for the business with partners, funders, key stakeholders and the communities it serves. • To be responsible and accountable for the day to day running of the Surrey County FA and to ensure the effective delivery of its Business Plan and Strategy. • To develop and implement strategies to grow the business's commercial income streams and reinvest appropriately into the County • To be accountable to, and work with, the Board of Trustees on matters relating to the Business Plan including workforce, legal and financial matters, football development, football governance, marketing, communications, public relations and risk management.
COMPENSATION	Annual Salary of £65k to £70k with up to £10k bonus

PRINCIPLE ACCOUNTABILITIES/RESPONSIBILITIES

STRATEGIC

1. To develop strategy proposals for recommendation to the Board, and take ownership for implementation and execution of the adopted strategies
2. To take ultimate responsibility and accountability for the development, implementation and execution of a Business Plan setting out the plan for achieving the short and long-term strategy, covering all areas of the County's business
3. Develop and implement strategies to grow the business's income streams and reinvest appropriately into the game, with focus on maximising commercial opportunities

STAKEHOLDER MANAGEMENT

4. Develop and manage relationships and effective communications with key stakeholders and business partners, which enhance and support the services of the County
5. Establish and maintain a close relationship of trust with the Chairman of the Board, reporting key developments in a timely manner and seeking advice and support as appropriate

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6. To ensure that, at all times, collaborative and transparent working relationships are maintained between the paid workforce and the volunteer workforce, and that all resources are unified in terms of goals and objectives
7. Be accountable to the Board for the flow to it of complete, accurate, reliable, clear and timely information to enable appropriate judgement or decision making where necessary

BUSINESS LEADERSHIP

8. To lead, manage and own all aspects of the organisations performance, including planning, operations, and finances, and be accountable to the Board for the performance of the business and its consistency with agreed strategies and plans
9. Develop annual business plans (including annual budgets), consistent with the agreed strategies, for endorsement by the Board
10. To ensure that expenditures of the business are within the authorised annual budget
11. Establish and monitor operational plans and financial control systems to ensure effective internal controls and information systems are maintained across the business, in line with FA guidelines where appropriate
12. Lead and encourage the Senior Management Team, including their development and appraisals, and ensures that regular and appropriate resource planning is undertaken, and that plans are in place for orderly succession to senior management positions, so as to maintain an appropriate balance of skills and experience within the business
13. Ensure the business is compliant with all relevant company & charity legislation, employment legislation, and welfare legislation
14. Develop a culture of Inclusion and Diversity and ensure high standards for social responsibility are maintained
15. To assess the principal risks of the business and to ensure that these risks are being monitored and managed through maintenance of an up to date & Board approved Risk Register

KNOWLEDGE/EXPERIENCE/SKILLS

ESSENTIAL:-

- Comprehensive understanding of the FA's National Game Strategy and how County Business Plans support its delivery.
- Demonstrable experience of financial and commercial competence, including strong negotiation skills and a proven track record of adding commercial value.
- An understanding of football governance and a passion for the development of grassroots football.

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- Ability to think and work strategically, understanding day-to-day activities but delegating duties/responsibility appropriately.
- Strong communication skills, including (but not limited to) conflict management and team building.
- Excellent at building relationships with a wide range of stakeholders.
- Experience of leading, managing and developing an effective staff team.
- Demonstrable ability to identify and manage risk,
- Working knowledge of good governance in regards to relevant Company Law (Companies Act 2006), Charity Law (Charity Act 2011) and Charity Commission regulations and guidance appropriate to the business.
- Knowledge and understanding of how to promote, diversity, inclusion and equality of opportunity.
- A good working knowledge and understanding of organisational policies, responsibilities and duties in regards to the management of staff and volunteers including Safeguarding, Health & Safety and Data Protection regulations and how they translates into best practise.

DESIRABLE:-

- A valid UK/EU Driving License
- Sports and/or Football experience
- Knowledge of building regulations, laws, risk assessment and risk management
- Experience of change management and tools to assist this
- A working knowledge/ experience of business improvement models
- Knowledge of employment law

PERSONAL QUALITIES/BEHAVIOURS:-

- Inspirational leadership and people management skills
- Able to respond well to change, be flexible and adaptable, a strong leader and team player
- Ability to speak confidently and fluently to diverse groups of people, including the media
- Ability to determine priorities, set realistic timescales and organise own time effectively