



**FOR ALL**



## Job Description & Person Specification

<b>Job Title</b>	Chief Executive Officer
<b>Reports to</b>	Chair of the Board of Directors

<b>Job Purpose</b>	
<ul style="list-style-type: none"> <li>To lead delivery of The FA National Game Strategy and the Westmorland County FA Business Strategy.</li> <li>To be responsible and accountable for the day-to-day running of the Westmorland County FA.</li> <li>To spearhead the strategic direction and culture of the Westmorland County FA and act as an ambassador for grassroots football.</li> <li>To perform the role of Senior Safeguarding Lead (SSL) as outlined in The FA's Safeguarding Operating Standard for County FAs, overseeing effective safeguarding delivery across the Westmorland County FA and grassroots football.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that is in place from time to time.</li> </ul>	
<b>Direct Reports</b>	DSO/ Football Services, Operations Officer, Football Development Officer

<b>Location</b>	<p>Westmorland County FA 35-37 Appleby Road Kendal Cumbria LA9 6ET</p> <p>Some homeworking will be considered however, the post holder will be office based for the majority of the role. There will be occasional travel to additional sites and overnight stays for training purposes.</p>
<b>Working hours</b>	37 hours per week including some evening and occasional weekend work.
<b>Contract type</b>	Full time, permanent

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Ensure the Westmorland County FA works within agreed organisational values and delivers against its strategic objectives.</li> <li>Perform the duties of a Company Secretary and ensure that the Westmorland County FA complies with the requirements of the Companies Act 2006.</li> <li>Ensure the principles of good governance are upheld by implementing and maintaining The FA's Code of Governance for County FAs.</li> <li>Manage budgets through appropriate systems and processes and allocate resources to ensure that the Westmorland County FA operates within sound financial principles.</li> <li>Manage payroll and financial control systems.</li> <li>Accountable for ensuring that safeguarding is embedded throughout the Westmorland County FA in accordance with safeguarding legislation, FA Safeguarding Policy, best practice guidance and education programmes.</li> </ul>	



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- Ensure the Board receive regular updates on safeguarding and are provided with all the information they require to fulfil their governance oversight duties and scrutinise the work.
- Embed safeguarding responsibilities and accountabilities into the Westmorland County FA Business Strategy, Budget, Risk Register and Operational Plan.
- Accountable for ensuring that staff and volunteers deployed by the Westmorland County FA are suitable for their roles and uphold the values and behaviours of the Westmorland County FA through a safer recruitment policy and it is applied to new appointments.
- Lead investigations into allegations made against Westmorland County FA staff or volunteers and/or other volunteers directly deployed on behalf of the Westmorland County FA 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 peoples' views as part of the decision-making process.
- Ensure that the Health and Safety policies and procedures are implemented consistently across the Westmorland County FA in line with Health and Safety legislation.
- Responsible for the well-being, development and on-going 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 Westmorland County FA 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 that the Westmorland County FA is 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 FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday App and Full-Time).
- Contribute to ensuring that safeguarding and equality are embedded throughout the Westmorland County FA and grassroots football.
- Execute tasks as required in order to meet the Westmorland County FA changing priorities.

**Person Specification**

**Qualifications**

**Essential**

- Educated to degree level (or equivalent work experience)

**Desirable**

- Recognised management qualification e.g. CMI, MBA
- Recognised accountancy qualification e.g. ACCA, CIMA, CIPFA
- A Company Secretary qualification

**Skills**

**Essential**

- 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

**Desirable**



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<ul style="list-style-type: none"> <li>• Business planning, objective setting and managing team and individual performance</li> <li>• Ability to influence effectively at all levels</li> <li>• Expertise in managing and engaging a wide range of stakeholders to create sustainable partnerships</li> <li>• Ability to lead the team in delivering exceptional customer service</li> <li>• Coaching and mentoring skills</li> <li>• Financial acumen and the proven ability to establish and monitor financial control systems and manage risk</li> <li>• Ability to develop and implement commercial strategies in order to generate income</li> <li>• Ability to work under pressure, handle multiple priorities and meet deadlines</li> <li>• Excellent IT skills including the use of Microsoft Office applications</li> </ul>	
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**Knowledge and Experience**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Fundamental understanding of running a business, including finance and human resource management</li> <li>• Experience in delivery of strategic objectives</li> <li>• Understanding of football governance and development</li> <li>• Knowledge of relevant legislation including Company Law, Equality legislation, Employment and Health and Safety legislation</li> <li>• Knowledge of Safeguarding</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of working with volunteers</li> <li>• Knowledge of marketing</li> <li>• Comprehensive understanding of The FA’s National Game Strategy and how the County FA Business Plans support its delivery</li> <li>• Previous experience of working in grassroots football or other sports-related governance industries</li> </ul>
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<b>Enhanced DBS Check Required</b>	YES
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<b>Check Companies House Disqualified Directors Register?</b>	YES
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<b>Clean Full Driving Licence</b>	Desirable
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**The Job Holder will be expected to understand and work in accordance with the values and behaviours described below**

<b>FA Value</b>	<b>Behaviours</b>
PASSIONATE	<p><b>Determined to provide the best possible service for all in the Westmorland Football Community</b></p> <ul style="list-style-type: none"> <li>• Cares about local football</li> <li>• Continuously seeks to improve efficiency and performance to the benefit of local football</li> <li>• Seizes the opportunity for continual improvement</li> </ul>
INCLUSIVE	<b>Champions and ensures that football is, and will remain, a game for everyone</b>



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	<ul style="list-style-type: none"><li>• Openly collaborates with colleagues and partners in the game</li><li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li><li>• Seeks out and embraces new ways of thinking and working</li></ul>
DYNAMIC	<b>Tenacious and accountable. Serving the whole game and doing the right thing</b> <ul style="list-style-type: none"><li>• Works relentlessly to overcome roadblocks or obstacles to achieve the goal</li><li>• Remains focused on seeing agreed goals through to completion taking pride in their work</li><li>• Maintains motivation for their team and themselves embracing change and improvement</li></ul>
COMMITTED	<b>The very best outcome achieved by sustained excellence in performance</b> <ul style="list-style-type: none"><li>• Seeks to achieve the highest levels of performance at all times</li><li>• Can be persistent to achieve a standard that others consider impossible</li><li>• Challenges others to go further and achieve more</li><li>• Goes the extra mile</li></ul>

<b>Job Description reviewed and modified by:</b>	J Ashworth CEO
<b>Date Job Description reviewed and modified:</b>	J Ashworth 27.06.22
<b>Job Description authorised by:</b>	PG Ducksbury

<b>Signed by Job Holder (on appointment):</b>	
<b>Date signed:</b>	