

Job Title:	Chief Executive Officer (CEO)	Reporting Processes :	Reports to: Chairman and Board of Directors Line Manages: Football Services Manager, Football Development Manager, Finance Administrator
Contracted Hours:	Full time 35 Hours Per Week (evening and weekend working will be required)	Salary:	Based on experience

1. Job Purpose			
<ul style="list-style-type: none"> ○ Champion the strategic direction and culture of Wiltshire FA and act as an ambassador for football across the County. ○ Effectively lead the planned headquarters move from the North of the County to a centralised location, building a football hub site with 3G pitch and new County FA home. ○ Ensure Wiltshire FA works within agreed organisational values and consistently delivers against its strategic objectives. ○ Lead the day to day running of Wiltshire FA, ensuring the effective delivery of its business plan and strategy. ○ Work with the Board of Directors on matters relating to workforce, finance, corporate governance, football development and services, marketing, communications, public relations and risk management. ○ Guarantee that safeguarding is embedded throughout the Wiltshire FA in accordance with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes ○ Guarantee that Equality is embedded throughout the Wiltshire FA in accordance with the Equality Standards for Sport ○ Act as Company Secretary to ensure legal compliance across all areas of the business ○ Attract increased investment into both Wiltshire FA and football in Wiltshire by maximising assets and continually raising the profile, image and reputation of the Wiltshire FA brand amongst stakeholders. ○ Deliver The FA National Game Strategy in partnership with key stakeholders to: <ul style="list-style-type: none"> ○ <i>Providing a high quality introduction to football;</i> ○ <i>Developing clubs and leagues to meet modern players' needs;</i> ○ <i>Embracing all formats and engaging all participants;</i> ○ <i>Recruiting, developing and supporting the football workforce; and</i> ○ <i>Developing sustainable football facilities</i> 			
○ 2. Principal Accountabilities/Responsibilities			
<ul style="list-style-type: none"> ○ Define the Wiltshire FA business plan and strategy in conjunction with the Board of Directors. ○ Deliver the objectives of the Wiltshire FA's business plan and strategy with support of the Council, Standing Committees, working groups and staff. ○ Develop and present progress reports on the delivery of the Wiltshire FA business plan and strategy to the Board of Directors for regular monitoring and evaluation. ○ Manage HR and employment matters to support the delivery of the Wiltshire FA business plan and strategy. ○ Develop and implement the Wiltshire FA's marketing and public relations strategies. ○ Develop and maintain positive and productive relationships with key stakeholders such as The FA, clubs, leagues, local authorities and commercial partners. ○ Ensure that information technology is appropriately maintained to satisfy the requirements of The FA and the Wiltshire FA. 			

- Implement regular health and safety and risk management audits, policies and procedures for all areas of the business.
- Comply with General Data Protection Regulations (GDPR).
- Ensure that the Wiltshire FA's facilities are maintained and resourced to a high standard.
- Develop company policies and procedures as Company Secretary.
- Develop and implement strategies to grow profitably, diversify income and manage budgets.
- Establish and monitor financial control systems in conjunction with the Finance Director.
- Line manage and develop a high performing Senior Management Team.

3. Knowledge/Experience/Technical Skills/Behaviours

<p>Essential:</p> <ul style="list-style-type: none"> ○ Educated to degree level or equivalent work experience ○ Proven track record in leadership and staff management ○ Knowledge of running a business ○ Experience of financial management and working with a Board of Directors ○ An understanding of safeguarding policies ○ Working knowledge of Equality in Sport ○ Ability to work strategically with partner organisations across different sectors ○ Passionate and committed to the development of football at a local level. ○ Able to work under pressure, handle multiple priorities and meet deadlines. ○ Exceptional customer service, work as part of a team with excellent planning, communication and presentation skills. 	<p>Desirable:</p> <ul style="list-style-type: none"> ○ Knowledge of and experience of Not for Profit Organisations ○ A working understanding of County Football Associations ○ Experience of working with volunteers
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4. Behaviours – as defined in County Football Association Competency Model

<ul style="list-style-type: none"> ● Leadership ● Problem Solving ● Teamwork ● Communicating ● Delivery ● Customer Excellence ● Developing Self and Others 	<ul style="list-style-type: none"> ● Integrity ● Fairness ● Accessible ● Accountable ● Transparent
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5. Further Information

Wiltshire County FA is committed to equality of opportunity and welcome applications from all sections of the community.

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.