

WESTMORLAND COUNTY FOOTBALL ASSOCIATION LIMITED

CHIEF EXECUTIVE

Role Profile



Job Title:	Chief Executive (CEO)	Reports To:	Chairman of the Board of Directors	Jobs Reporting to the Job Holder:	Football Development Officer Referees' Development Officer Football Services Officer Assistant Development Officer Designated Safeguarding Officer	Salary:	£37,000 - £38,500
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Job Purpose:
<ul style="list-style-type: none"> To be responsible and accountable for the day to day running of the Westmorland County Football Association Limited To develop and implement the County FA Business Strategy, Operational Plan and deliver The FA National Game Strategy To be accountable to the Board of Directors on matters relating to the Business Plan including workforce, legal and financial matters, football development, football governance and administration, marketing, communications and public relations and risk management

Principal Accountabilities/Responsibilities	
<ul style="list-style-type: none"> Establish and implement the Westmorland County FA Business Strategy and implement The FA National Game Strategy in line with the Company's vision with the support of and for approval by the Board of Directors Implement The FA Safeguarding Operating Standard Develop and implement all Company policies and procedures Develop and implement strategies to grow business profitability Development and implementation of the Company's marketing and public relations strategies Develop and maintain positive and productive relationships with The FA, clubs and leagues and other key football stakeholders Develop and manage relationships with contractors and business partners which enhance/support the services of the Company Establish and monitor delivery of operational plans Manage payroll and financial control systems Ensure appropriate infrastructure is in place including skilled executive workforce and organisational structure to successfully deliver the objectives of the Company. This includes the implementation staff policies and procedures to ensure compliance with UK and EU employment legislation, recruitment, performance management, training and development Recruit, performance manage and maintain an effective and fit for purpose executive workforce structure Ensure that an information technology structure is implemented and appropriately maintained to satisfy the requirements of The FA and the County FA Implementation and regular monitoring of health and safety and risk management audits, policies and procedures, for all areas of the business Ensure that the Company's facilities are maintained and resourced Act as Company Secretary and ensure that the Company complies with the requirements of the Companies Act 2006 Ensure the Company is compliant with all relevant legislation 	
Enhanced CRB Check Required:	Yes

Knowledge/Experience

Essential:

- Comprehensive understanding of The FA's National Game Strategy and how County Business Strategy supports its delivery
- Ability to think and work strategically
- Write and implement comprehensive and achievable business plans
- Financial and commercial competence
- Payroll knowledge
- Implementation of The FA Safeguarding Operating Standard and risk assessments
- Experience of leading, managing and developing an effective staff team
- An understanding of football governance and development
- Knowledge of Health and Safety Legislation
- Demonstrate excellent communication, presentation and customer service skills
- Negotiation skills
- Demonstrate a working understanding and application of inclusion, equality and anti-discrimination, safe and best practice
- Understanding of risk management procedures for all aspects of the business, including health and safety, and the policies and procedures required to support this
- Understanding of the challenges of working in a voluntary organisation
- Ability to support and manage a voluntary Board and Council structure to work efficiently in support of the professional staff to deliver the Business Strategy
- Working knowledge of parts of the Companies Act 2006 relevant to a Company Limited by Guarantee and any other UK/EU legislation as appropriate to the business
- Competent in the use of IT and computers
- Knowledge in marketing and commercial functions of the business
- Passion and knowledge of grassroots football

Desirable:

- Xero accounting or similar
- A valid UK/EU Driving Licence
- Sport/Football experience
- County FA operations
- Experience of change management and tools to assist this
- A working knowledge/experience of Business improvement models

Skills and Behaviours – as defined in County Football Association Competency Model

Essential:

- Problem Solving
- Teamwork
- Communicating
- Delivery
- Leadership

Desirable:

- Customer Excellence
- Developing Self and Others

Further Information

**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?
YES**

Where the answer to the above question is **YES** the following wording will be included in any advertisement

“As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role. Any candidates invited to interview will be sent a County FA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none">• Chairman of the Board• Board of Directors• Staff of the Association• County FA Council	<ul style="list-style-type: none">• The FA• Relevant FA Committees• Other County FAs• Football stakeholders/partners• Clubs and Leagues• Media• Customers

Completed by Name/Role	P G Ducksbury (Chairman)
Signature	
Date	20 December 2018

PGD/pgd/20 December 2018 (64476)



The Equality Standard
A Framework for Sport

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