



CORNWALL FA
CHIEF EXECUTIVE OFFICER
APPLICATION PACK

January 2024

Football For Onen Hag Oll 'One And All'

CHIEF EXECUTIVE OFFICER



ABOUT CORNWALL COUNTY FA

The Cornwall County Football Association was formed in September 1889. We are the governing body for football in Cornwall and are responsible for the administration, governance, control, promotion and development of football at all levels throughout the county.

We provide support that enables players, coaches, volunteers, and referees. We also deliver playing opportunities to 1000+ teams, 600 between the ages of 7 and 18 (boys and girls), over 300 open aged male, female, veteran, walking and disability teams, and over 100 small, 5 and 6 a-side encompassing around 20,000 people a week.

CORNWALL COUNTY FA VISION, MISSION AND VALUES

Vision

To use the power of football to improve lives by providing opportunities for “one and all” whilst growing, supporting, developing and safeguarding the game.

Mission

To be an inspirational organisation that supports the development of our football community by remaining relevant to the current and adapting to the future needs and requirements of the game in Cornwall.

Values



PROGRESSIVE

We embrace new thinking in the pursuit of continuous improvement, we seek to be innovative and are passionate about taking the game forward.



INTEGRITY

Accountable and transparent in all our actions, setting the standards for behaviour across the game in Cornwall.



UNIQUE

Cornwall is a unique County, we are proud of our identity and celebrate our history and traditions whilst looking forward with new ideas and initiatives.



INCLUSIVE

We promote fairness, equality and respect to ensure that football is and will remain a game for everyone.



ENGAGING

We take great pride in the sense of Community within the Cornish Football Family and work hard to maintain close links with our clubs, leagues, volunteers and referees. Listening to and acting on the views of young people enabling them to shape the future of football.

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We are seeking to recruit an inspiring, dynamic, and motivated leader as our new Chief Executive Officer. The successful applicant will be a highly skilled and enthusiastic individual with a passion for football and a track record in strategic leadership of a small to medium sized business.

JOB TITLE	CHIEF EXECUTIVE OFFICER
REPORTS TO	CHAIR OF THE BOARD OF DIRECTORS
LOCATION	CORNWALL FA, KERNOW HOUSE, CALLYWITH GATE BODMIN, PL31 2RQ
HOURS	37.5 HOURS PER WEEK, INCLUDING EVENING AND WEEKENDS
CLOSING DATE	4PM FRIDAY 9TH FEBRUARY 2024

JOB PURPOSE

- To lead delivery of The FA Grassroots Football Strategy and the Cornwall County FA Business Strategy.
- To be responsible and accountable for the day-to-day running of the Cornwall County FA.
- To spearhead the strategic direction and culture of the Cornwall County FA and act as an ambassador for grassroots football.
- To perform the role of Senior Safeguarding Lead (SSL) as outlined in The FA's Safeguarding 365 for County FAs, overseeing effective safeguarding delivery across the Cornwall County FA and grassroots football.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

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RESPONSIBILITIES

- Ensure the Cornwall County FA works within agreed organisational values and delivers against its strategic objectives.
- Perform the duties of a Company Secretary and ensure that the Cornwall County FA complies with the requirements of the Companies Act 2006.
- Ensure the principles of good governance are upheld by implementing and maintaining The FA's Code of Governance for County FAs.
- Manage budgets through appropriate systems and processes and allocate resources to ensure that the Cornwall County FA operates within sound financial principles.
- Maintain an oversight of all the Cornwall County FA policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Accountable for ensuring that safeguarding is embedded throughout the Cornwall County FA and grassroots football in accordance with safeguarding legislation, FA Safeguarding Policy, best-practice guidance and education programmes.
- Ensure the Board receives regular updates on safeguarding and are provided with all the information they require to fulfil their governance oversight duties and to scrutinise ongoing safeguarding policies and procedures.
- Embed safeguarding responsibilities and accountabilities into the Cornwall County FA Business Strategy, Budget, Risk Register and Operational Plan.
- Accountable for ensuring that staff and volunteers deployed by the Cornwall County FA are suitable for their roles and uphold the values and behaviours of the Cornwall County FA through a safer recruitment policy and that this policy is applied to new appointments.

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RESPONSIBILITIES

- Lead investigations into allegations made against Cornwall County FA staff or volunteers and/or other volunteers directly deployed on behalf of the Cornwall 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 people's views as part of the decision-making process.
- Ensure that the Health and Safety policies and procedures are implemented consistently across the Cornwall County FA in line with Health and Safety legislation.
- Responsible for the wellbeing, development and ongoing 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 Cornwall 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 the Cornwall 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 all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required in order to meet the Cornwall County FA changing priorities.

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PERSON SPECIFICATION

Qualifications

Essential

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

Desirable

- Recognised management qualification e.g. CMI, MBA, or equivalent experience.
- Recognised accountancy qualification e.g. ACCA, CIMA, CIPFA, or equivalent experience.

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.
- Business planning, objective setting and managing team and individual performance.
- Ability to influence effectively at all levels.
- Expertise in managing and engaging a wide range of stakeholders to create sustainable partnerships.
- Ability to lead the team in delivering exceptional customer service.

- Coaching and mentoring skills.
- 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.
- Ability to work under pressure, handle multiple priorities and meet deadlines.
- Excellent IT skills including the use of Microsoft Office applications.

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PERSON SPECIFICATION

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 company law, equality legislation, employment and health and safety legislation.
- Knowledge and understanding of safeguarding.

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.
- Previous experience of working in grassroots football or other sports-related governing bodies.

Required:

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

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SAFEGUARDING

Cornwall County FA takes its role as a provider of football for under-18s and Adults at Risk very seriously. Their wellbeing is paramount in all decisions taken by us. All children, young people and Adults at Risk we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We act in accordance with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures¹ and any associated guidance including the achievement and retention of The FA's Safeguarding 365 Standard for County FAs.

Cornwall County FA is committed to safeguarding children and adults at risk. 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

Cornwall FA is committed to ensuring that football is welcoming, inclusive and accessible for everyone throughout Cornwall. We are determined to challenge any perceptions and any barriers that get in the way of progress. We aim to be representative of the diversity of Cornwall and reflect that diversity within the football community. To find out more about the work we are doing in this area please see our [Equality, Diversity and Inclusion Action Plan](#).

We welcome applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form. The form can be completed [here](#).

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APPLICATION PROCESS

Please submit your CV, covering letter and completed Equality and Diversity Monitoring Form (see below) via email to geoff.lee@cornwallfa.com no later than **4PM on Friday 9th February 2024**.

Applications received after 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 head office at Kernow House, Callywith Gate, Bodmin on **Wednesday 28th February 2024**, 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, Dawn Aberdeen - dawn.aberdeen@cornwallfa.com, for an informal discussion.

For questions relating to contractual matters for the advertised position, please contact Geoff Lee - Board Chairman - geoff.lee@cornwallfa.com.

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