

Herefordshire Football Association



Job Description and Person Specification

Job title:	Chief Executive Officer
Line Manager:	Herefordshire FA Chairman
Line Management Responsibility:	Senior Football Development Officer, Safeguarding Officer, Office and Operations Supervisor

Job Purpose

To be responsible and accountable for the day-to-day running of the Herefordshire Football Association and to ensure effective delivery of its business plan and National Game Strategy.

Responsibilities

- Lead the day-to-day running of the Herefordshire FA, ensuring the effective delivery of its business plan and strategic objectives.
- Manage budgets through appropriate systems and processes and allocate resources to ensure that the organisation operates within sound financial principles.
- Guarantee that safeguarding is embedded throughout the Herefordshire FA in accordance with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes.
- Ensure Herefordshire FA works within agreed organisational values and develops a positive culture.
- Oversee the successful operation of the new 3G pitch at the County Ground.
- Identify and maximise commercial opportunities in order to attract increased investment into both the Herefordshire FA and football in Herefordshire.
- Work with the Board of Directors on matters relating to finance, safeguarding, workforce, corporate governance, football development and services, marketing, communications, public relations and risk management.
- Act as an ambassador for football in Herefordshire and continually raise the profile, image and reputation of the Herefordshire FA brand amongst stakeholders.
- Ensure delivery of The FA National Game Strategy in partnership with key stakeholders and enhance the Herefordshire FA's major priorities:
 - *Providing a high-quality introduction to football,*
 - *Developing clubs and leagues to meet modern players' needs,*
 - *Embracing all formats and engaging all participants,*
 - *Recruiting, developing and supporting the football workforce, and*
 - *Developing sustainable football facilities.*

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to work under pressure, handle multiple priorities and meet deadlines. • Demonstrate exceptional customer service. • Be able to work as part of a team with excellent planning, communication, and presentation skills. • Coaching and mentoring skills. 	<ul style="list-style-type: none"> • Recognised personal performance or business coaching qualification.
Qualifications and experience	<ul style="list-style-type: none"> • Proven track record in leadership, staff management, working with a Board of Directors, and running a business. • Financial acumen and experience of establishing and monitoring financial control systems. • Developing and implementing commercial strategies in order to generate income. • Experience in delivery and reporting of strategic KPIs. • Educated to degree level or equivalent work experience. 	<ul style="list-style-type: none"> • Recognised management qualification e.g. CMI. • Recognised accountancy qualification e.g. ACCA, CIMA or CIPFA. • Experience of implementing safeguarding policies and procedures. • Experience in HR and employment law. • Implementation of marketing strategies. • Track record of developing high performing teams. • Knowledge of Herefordshire FA, The FA and the Code for Sports Governance. • Previous experience of working in grassroots football or other sports related governance industries.