



# SURREY FA

## RECRUITMENT PACK

Chief Executive Officer

November 2019



**FOR ALL**



***This is a fantastic opportunity to lead one of the most prestigious County FAs in the country.***



# ABOUT SURREY FA



Surrey FA is a charitable organisation, responsible for leading the development of grassroots football within Surrey, ensuring participation and enjoyment of football is for all. We are responsible for governing grassroots clubs, leagues, players and match officials across the county.

We seek to improve opportunities and engagement for children and adults across the county and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status.

## OUR STRATEGY

***"CREATING FOOTBALL OPPORTUNITIES FOR ALL."***

Our vision at Surrey FA is simple. Creating football opportunities for all, which is representative of our passion for people to get involved, and also of our commitment to equality.

Whether it's our county cups, recreational football for women, inclusive coaching courses, or our disability leagues – Surrey FA is dedicated to getting you active and involved in all areas of football.

There are three key principles and values that guide Surrey FA in achieving our vision which is evident in everything that we do:

## OUR KEY PRINCIPLES

- ***Excellence***
- ***Inclusion***
- ***Innovation***

# ABOUT THE ROLE



**A fantastic opportunity has arisen to lead one of the most prestigious County FAs in the country, based in our brand-new headquarters at Meadowbank Stadium, Dorking.**

The Surrey FA is one of the leading County FAs in the country, serving in excess of 55,000 players and 3,000 teams. We have a workforce consisting of 60 County members and 25 paid staff, working across 15 Local Authorities, and recently moved into our new home at the state-of-the-art football facility at Meadowbank, Dorking, right in the heart of the County.

This is an incredibly exciting time for us as we continue to transform our organisation and implement our primary objective of inspiring and creating football opportunities for all.

We are now seeking to recruit an inspiring, dynamic and motivated leader as our new Chief Executive Officer, to drive our organisation forwards.

We are looking for a charismatic, energetic and confident individual with a track record in strategic leadership and maximising commercial opportunities.

Salary of up to £70k p.a. (plus bonus), depending on experience.

**Based in our newly built offices in Dorking, the successful candidate will:**

- Provide effective and strategic leadership to the Surrey FA, and act as a voice for the business with partners, funders, key stakeholders and the communities it serves.
- Be responsible and accountable for the day to day running of the Surrey FA and to ensure the effective delivery of its Business Plan and Strategy.
- Take responsibility to ensure Surrey FA delivers its commitment to the FA National Game Strategy.
- Develop and implement strategies to grow the business's commercial income streams and reinvest appropriately into the County.
- Be accountable to, and work with, the Board of Trustees on matters relating to the Business Plan including workforce, legal and financial matters, football development, football governance, marketing, communications, public relations and risk management.
- Be the Senior Safeguarding Lead for Surrey FA and ensure that safeguarding is embedded in the organisation throughout the County in accordance with Safeguarding Legislation.

We therefore expect the successful candidate to embrace and support changes being made in the game at a national level and embed those changes within the County. You will also need to be passionate about and committed to the development of grassroots football and have experience in leading and managing teams.

## **Disclosure and Barring Service Check**

As this role involves direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate will undergo a thorough screening process that will include an enhanced level Disclosure and Barring Service check to ensure their suitability for the role.

In order to apply please complete the application form which can be found on our website [www.SurreyFA.com](http://www.SurreyFA.com), together with the Role Profile for this post and our Equality Policy. Please be aware that postal applications will not be accepted.

# ROLE PROFILE



## JOB TITLE:

Chief Executive Officer

## REPORTS TO:

The Chairman of the Board of Trustees

## DIRECT LINE REPORTS:

Operations Manager, Finance Manager, County Welfare Officer

## JOB PURPOSE:

- To provide effective and strategic leadership to the Surrey FA, and act as a strong voice for the business with partners, funders, key stakeholders and the communities it serves
- To be responsible and accountable for the day to day running of the Surrey FA and to ensure the effective delivery of its Business Plan and Strategy
- To develop and implement strategies to grow the business's commercial income streams and reinvest appropriately into the County
- To be accountable to, and work with, the Board of Trustees on matters relating to the Business Plan including workforce, legal and financial matters, football development, football governance, marketing, communications, public relations and risk management

## COMPENSATION

Annual Salary of up to £70k, + up to £10k annual bonus

## PRINCIPLE ACCOUNTABILITIES & RESPONSIBILITIES

### STRATEGIC

1. To develop strategy proposals for recommendation to the Board, and take ownership for implementation and execution of the adopted strategies
2. To take ultimate responsibility and accountability for the development, implementation and execution of a Business Plan setting out the plan for achieving the short and long-term strategy, covering all areas of the County's business
3. Develop and implement strategies to grow the business's income streams and reinvest appropriately into the game, with focus on maximising commercial opportunities

### STAKEHOLDER MANAGEMENT

4. Develop and manage relationships and effective communications with key stakeholders and business partners, which enhance and support the services of the County
5. Establish and maintain a close relationship of trust with the Chairman of the Board, reporting key developments in a timely manner and seeking advice and support as appropriate
6. To ensure that, at all times, collaborative and transparent working relationships are maintained between the paid workforce and the volunteer workforce, and that all resources are unified in terms of goals and objectives
7. Be accountable to the Board for the flow to it of complete, accurate, reliable, clear and timely information to enable appropriate judgement or decision making where necessary

# ROLE PROFILE



## BUSINESS LEADERSHIP

8. To lead, manage and own all aspects of the organisations performance, including planning, operations, and finances, and be accountable to the Board for the performance of the business and its consistency with agreed strategies and plans
9. Develop annual business plans (including annual budgets), consistent with the agreed strategies, for endorsement by the Board
10. To ensure that expenditures of the business are within the authorised annual budget
11. Establish and monitor operational plans and financial control systems to ensure effective internal controls and information systems are maintained across the business, in line with FA guidelines where appropriate
12. Lead and encourage the Senior Management Team, including their development and appraisals, and ensures that regular and appropriate resource planning is undertaken, and that plans are in place for orderly succession to senior management positions, so as to maintain an appropriate balance of skills and experience within the business
13. Ensure the business is compliant with all relevant company & charity legislation, employment legislation, and welfare legislation
14. Develop a culture of Inclusion and Diversity and ensure high standards for social responsibility are maintained
15. To assess the principal risks of the business and to ensure that these risks are being monitored and managed through maintenance of an up to date & Board approved Risk Register

## KNOWLEDGE, EXPERIENCE & SKILLS

### ESSENTIAL:

- Comprehensive understanding of the FA's National Game Strategy and how County Business Plans support its delivery
- Demonstrable experience of financial and commercial competence, including strong negotiation skills and a proven track record of adding commercial value
- An understanding of football governance and a passion for the development of grassroots football
- Ability to think and work strategically, understanding day-to-day activities but delegating duties/responsibility appropriately
- Strong communication skills, including (but not limited to) conflict management and team building
- Excellent at building relationships with a wide range of stakeholders
- Experience of leading, managing and developing an effective staff team
- Demonstrable ability to identify and manage risk
- Working knowledge of good governance in regards to relevant Company Law (Companies Act 2006), Charity Law (Charity Act 2011) and Charity Commission regulations and guidance appropriate to the business
- Knowledge and understanding of how to promote, diversity, inclusion and equality of opportunity
- A good working knowledge and understanding of organisational policies, responsibilities and duties in regards to the management of staff and volunteers including Safeguarding, Health & Safety and Data Protection regulations and how they translate into best practice

# ROLE PROFILE



## DESIRABLE:

- A valid UK/EU Driving Licence
- Sports and/or football experience
- Knowledge of building regulations, laws, risk assessment and risk management
- Experience of change management and tools to assist this
- A working knowledge/experience of business improvement models
- Knowledge of employment law

## PERSONAL QUALITIES & BEHAVIOURS:

- Inspirational leadership and people management skills
- Able to respond well to change, be flexible and adaptable, a strong leader and team player
- Ability to speak confidently and fluently to diverse groups of people, including the media
- Ability to determine priorities, set realistic timescales and organise own time effectively



# APPLICATION PROCESS



## Application

Applications including C.V. and covering letter to be sent to Les.Pharo@SurreyFA.com by noon on Friday 29th November 2019

## First Round

Interviews with Trustee Board Members: week commencing Monday 9th December 2019

## Outcome

Week commencing 16th December 2019

The Surrey FA is committed to achieving equality and fairness in employment and service delivery. We welcome applications from all sections of the community.

*Please note: Those selected will be contacted. If you have not heard from us by Friday 6th December, you should assume that your application was unsuccessful on this occasion.*

