

# Job Description



## Title: Chief Executive Officer

### Overview:

The England Touch Association (ETA) is the National Governing Body for Touch in England and our goal is to grow and sustain the sport. Our focus is to develop the game, grow participation and help more people to play Touch, more often.

### Role purpose:

The CEO is responsible for the on-going successful operation of the England Touch Association.

- Involved in management of day to day affairs of the organisation, growth and development of the sport, implementation and review of strategic and operational plans.
- Lead the organisation in promoting Touch and fostering a commitment to its objectives amongst key stakeholders, partners and funding bodies.
- Determine effective internal controls, policies and management information systems.
- Ensure that the association has suitable systems to enable it to conduct its activities proficiently, legally and morally.
- Lead and oversee the implementation of the association's short and long term plans in accordance with its agreed strategy

**Experience:** At least four years working in a leadership/management position, ideally in the sport sector. Experience of managing volunteers is also desirable.

### Qualifications:

- Educated to degree level or equivalent

**Hours required:** Although this is a voluntary role, the demands of a CEO are high. We anticipate a minimum of 10 hours a week is needed, but this is likely to be 30-40 in busy periods. Flexible hours of work with attendance at board/partner meetings which may be out of normal working hours. The post will also involve weekend and evening hours.

**Key dates:** The Touch calendar is cyclical, with key tournaments taking place over spring and summer with more focus on strategic planning and organisation over autumn and winter.

Detail	Key Date(s) for 2017	Attendance
AGMs	England Touch Association – Annually (February) European Federation of Touch – Annually (tbc) Federation of International Touch – Annually (tbc)	Essential
Insurance Renewal	Annually in February	Essential
University Touch Series Finals	17 <sup>th</sup> June (Bath)	Desirable
Senior Touch Championships	15 <sup>th</sup> – 18 <sup>th</sup> June (Scotland)	Desirable
European Premiership Permit	6 <sup>th</sup> – 9 <sup>th</sup> July (Scotland)	Desirable
Junior Touch Championships	18 <sup>th</sup> – 20 <sup>th</sup> August (Dublin)	Desirable
Touch Nationals	26 <sup>th</sup> – 28 <sup>th</sup> August (Cambridge)	Desirable
NTS/CTS/DTS Finals	16 <sup>th</sup> September (Warwick)	Desirable
Awards Night	21 <sup>st</sup> October (TBC)	Essential

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**Reports to:** This post will report to the Non-Executive Directors. The post-holder will be the conduit between the ETA and both EFT and FIT. The post-holder is also accountable to ETA members.

**Management responsibilities:** The CEO has direct oversight of 5 Directors but has overall responsibility for the entire voluntary workforce (circa 50+ volunteers).

**Locations:** Work from home and various locations as and when required.

**Contract type:** 1 year term. Re-appointed annually at the AGM. (Feb 2017)

**Salary:** This role is currently voluntary. Reasonable travelling expenses are paid in accordance with the relevant policies. As the organisation moves to becoming more financially sustainable, this position will become remunerated.

**Other:**

- Capacity to work outside of normal working hours and undertake travel as required.
- Current drivers licence.

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## Skills and Qualities:

Person specification	E	D
Proven track record in a leadership position, including the development and implementation of organisational strategy.	X	
Proven track record of effective management of individuals and teams. Proficiency in gaining commitment and buy-in from teams, using appropriate interpersonal styles and techniques to gain acceptance of ideas and plans, modifying one's own behaviour to accommodate tasks, situations and individuals involved.	X	
Experience of managing volunteers, including those based in different locations.		X
Promote Touch both internally and externally by upholding all organisational values	X	
Creative and innovative thinker with an ability to develop products that attract and engage new and existing customers, ideally in a sporting environment.	X	
Experience in sponsorship servicing, partnership management and/or sales and the ability to offer a first-class, professional account management service to commercial partners.	X	
Decision making skills, with the ability to identify and understand issues, problems and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions.	X	
Demonstrates public relations skills and success in building and maintaining rapport and strategic working relationships, whilst developing and using collaborative relationships to facilitate the accomplishment of work goals.	X	
Effective negotiating and influencing skills and experience engaging with a wide range of organisations and individuals, sometimes with competing interests.	X	
Experience of financial planning and budget management, ideally in a voluntary organisation environment.	X	
Knowledge of the SRA's governance code and an understanding of how it translates to England Touch and its governance arrangements, including the Constitution/Articles of Association.	X	
Knowledge of the policies and processes required for a National Governing Body to operate lawfully.	X	
Excellent written and oral communication skills supported by interpersonal skills of a high order and coupled with the ability to present and articulate ideas to stakeholders at all levels.	X	
The aptitude to work in a dynamic, fast-paced environment, whilst planning and organising courses of action for self and others to ensure that work is completed effectively.	X	
Energetic and outgoing personality that supports building effective relationships. Display initiative, self-motivation and the ability to motivate others.	X	
Experience of working in the sport sector, ideally in a Touch environment.		X
Display a high quality of personal appearance and conduct	X	

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## Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
<b>Leadership and Strategy</b>	
Lead England Touch to deliver its key objectives: to develop and grow Touch throughout England.	<ul style="list-style-type: none"> <li>• Demonstrate effective leadership to the organisation and its volunteers, England Touch members and the wider Touch community.</li> <li>• Work with Board members to develop the England Touch Strategic Plan and lead on implementation.</li> <li>• Ensure the organisation is structured and resourced appropriately in order to deliver its strategic plan.</li> <li>• Inspire and empower staff (volunteers) to lead and deliver on their areas of responsibility effectively.</li> </ul>
<b>Human Resources</b>	
Oversee the recruitment of staff (volunteers) in the organisation, ensuring a fair and open system.	<ul style="list-style-type: none"> <li>• Work with Board members to develop professional recruitment processes, particularly at senior levels within the organisation.</li> <li>• Ensure directors and managers have the appropriate support to recruit to their teams effectively.</li> </ul>
Monitor and review staff (volunteers) against their role descriptions and performance elements.	<ul style="list-style-type: none"> <li>• Lead a collaborative environment, which elicits optimal input to ensure sustainable success.</li> <li>• Set and maintain KPIs whilst monitoring, evaluating and developing the executive board and committee.</li> </ul>
Ensure the wellbeing of the staff (volunteers) in the organisation.	<ul style="list-style-type: none"> <li>• Prioritise and manage resources effectively to prevent volunteer 'burnout'.</li> <li>• Ensure volunteers are recognised and valued for their contributions.</li> </ul>
<b>Development</b>	
Increase the opportunities for people around the country to be involved with Touch (playing, refereeing, coaching, volunteering).	<ul style="list-style-type: none"> <li>• Continue to work with RFU to support O2 Touch.</li> <li>• Target areas where touch is not available to open new England Touch Leagues.</li> <li>• Work with Events Director to deliver a series of high quality events at a range of levels.</li> <li>• Work with Coaching Courses and Training Manager and Head of Development Pathways to give people more access to coaching courses.</li> <li>• Work with Refereeing Manager to give people more access to referee courses.</li> </ul>
Ensure there are clear pathways for people to be involved in Touch (playing, refereeing, coaching, volunteering) to increase retention rates.	<ul style="list-style-type: none"> <li>• Work with Membership Manager to develop the offer for members to attract new members and increase membership numbers.</li> </ul>
<b>Relationships and Partnerships</b>	
Develop and maintain good working relationships with external bodies and partners.	<ul style="list-style-type: none"> <li>• Communicate clearly and effectively with all external bodies and partners.</li> <li>• Respond to all incoming correspondence</li> </ul>

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Main duties and Job Accountabilities	Measures and input required
	professionally and promptly.
Oversee the development of a new communications strategy, including social media.	<ul style="list-style-type: none"> <li>• Work with PR and marketing director to develop a new communications strategy.</li> </ul>
Maintain positive relationships with England Touch members and the wider Touch community.	<ul style="list-style-type: none"> <li>• Conduct an annual member survey and ensure feedback feeds into future planning.</li> <li>• Be open to feedback and challenge in the spirit of open dialogue and collaboration.</li> </ul>
<b>Finance, Risk and Governance</b>	
Ensure robust financial systems and controls are in place to comply with legislative requirements and to deliver operational efficiency.	<ul style="list-style-type: none"> <li>• Work with Finance Director to continue to develop appropriate financial management systems.</li> </ul>
Develop financial planning systems including forecasting and ensure strict budgets are set and adhered to.	<ul style="list-style-type: none"> <li>• Work with Finance Director to develop financial planning systems to provide clear financial information to the Board.</li> <li>• Ensure operational budgets are pre-agreed with staff (volunteers) and monitored.</li> </ul>
Ensure robust governance systems are in place to comply with legislative requirements and ensure the organisation is governed effectively.	<ul style="list-style-type: none"> <li>• Work with Governance Director to review policies and procedures as needed.</li> <li>• Work with Governance Director to review constitution as needed.</li> </ul>
Lead on developing a risk management strategy for the organisation.	<ul style="list-style-type: none"> <li>• Provide quarterly updates to Board members on how risk is being assessed and managed in the organisation.</li> </ul>
Oversee the development of the annual report.	<ul style="list-style-type: none"> <li>• Annual report is accurate and informative and published promptly in time for the AGM.</li> </ul>