

Job Description - CEO



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 role of the CEO is to provide leadership and direction to the organisation, enabling staff and volunteers to carry out their operational duties effectively.

- Work closely with the Chair to ensure the operational side of the organisation is executing the strategy and vision effectively.
- Work closely with other Executive Board members to provide leadership and direction on operational issues.
- Oversight of day-to-day affairs of the organisation, ensuring staff and volunteers are empowered to carry out their operational duties effectively.
- Build and maintain relationships with key stakeholders, both internally and externally, promoting the organisation and raising the profile of the sport.

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

Hours required: 2-3 hours per week. Attend at least three Board meeting per annum (can be virtual) and the AGM.

Key dates: Board Meetings and AGM (Feb 2018) – see additional information below

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

Contract type: Elected by Voting Members at AGM for a 2-year term. Board members can serve a maximum of four two-year terms.

Salary: Voluntary, with reasonable expenses paid.

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

Detail	Key Dates for Feb 2018 – Feb 2020	Attendance
AGM 2018	25 February 2018	Essential
Board Meetings	At least three a year – virtual / in person	Essential
European Touch Championships	18 – 21 July 2018 (Nottingham) – Final Day only	Desirable
Touch Nationals	25 – 27 August 2018 (Cambridge) – Final Day only	Desirable
Strategy Weekend	November 2018	Essential
AGM 2019	February 2019	Essential

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Board Meetings	At least three a year – virtual / in person	Essential
Touch World Cup	April 2019 (Malaysia)	Optional
Touch Nationals	August 2019 – Final Day only	Desirable
Strategy Weekend	November 2019	Essential
AGM 2020	February 2020	Essential

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Skills and Qualities:

Person specification	E	D
Proven track record in a leadership position, empowering others to deliver an organisation's strategic priorities.	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	
Significant experience of building trust and strong relationships with a range of stakeholders at all levels. Effective negotiating and influencing skills and experience engaging with a wide range of organisations and individuals, sometimes with competing interests.	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	
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	
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	
Knowledge of the policies and processes required for a National Governing Body to operate lawfully.		X

Scope of job/key elements:

Main Duties and Job Accountabilities	Measures and Input Required
Leadership	Demonstrate effective leadership to the organisation and its volunteers, members and the wider Touch community. Inspire and empower staff and volunteers to lead and deliver on their areas of responsibility effectively.
Operational Oversight	Work closely with the COO to ensure the operational side of the organisation is executing the strategy and vision effectively. Work closely with other Executive Board members (e.g. HP, Development) and Managers (e.g. Events) to provide leadership and direction on operational issues.
Human resources	Ensure Directors and Managers have the appropriate support to recruit to their teams effectively. Work closely with the Head of Volunteers on recruitment and retention, with a particular focus on increasing diversity.
Finance	Work with Finance Director to develop financial planning systems to provide clear financial information to the Board. Work with Finance Director and COO to ensure operational budgets are pre-agreed with staff (volunteers) and monitored.
Board Operation	Work with Executive Directors to ensure the Chair and NEDs have the appropriate information to perform their Board duties effectively.