



SECTION	HR
POLICY / PROCEDURE	Job Advert, Job Description & Person Specification
DATE OF ISSUE	18th July 2018
DATE OF REVIEW	N/A

Department:	Doncaster Belles
Job Title:	Chief Executive – Doncaster Rovers Belles
Salary:	Competitive (consummate with experience)
Contract type:	Full time – Permanent
Hours:	There are no standard hours of work for this role but the minimum contracted number would be 37.5 hours per week over the course of seven days, when deemed necessary. The candidate will be required to have a flexible approach to working hours, including match days and such hours as necessary for the full and proper performance of the role taking into consideration the nature of the Club's business.
Responsible to:	Chief Executive of Club Doncaster
Location:	Elite Performance Centre, Cantley Park Doncaster DN4 7FP & Keepmoat Stadium, Stadium Way, DN4 5JW
Regular working hours:	Office hours are Monday to Friday 9.00am – 5.30pm. With this post, there will be weekend and evening work as part of the nature of the Club Doncaster Organisation.

<p><u>Purpose of the post:</u></p> <p>To drive the vision and progression of the Doncaster Belles through strategic planning, operational management and good leadership of people.</p> <p>Working within Club Doncaster support parameters, work towards complete self-sustainability for the organisation.</p> <p>To be accountable for the overall management, and development of the Doncaster Belles. As the overall officer to be the driving force of the philosophy on and off field, promote the visions and values of the Belles, and its full link to Club Doncaster.</p> <p>To oversee a comprehensive strategy in consultation with the Club Doncaster board members, and empower staff to drive innovative, modern and forward thinking ideas in all areas of women's football.</p>
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Key Duties and Responsibilities:

- To be accountable for all football operations and administration of Regional Talent Centre and Senior Team affairs.
- Ensure that all Football Association, UEFA and FIFA regulations are adhered to.
- Accountability for ensuring that all teams remain compliant, and achieve rules and regulations in relation to player registration and match day procedures.
- Be the primary contact for the Football Association in relation to all league matters and attend formal meetings in respect of commercial, finance, and fixture related issues.
- Responsible for the delivery and submission of licensing for the Regional Talent Centre, Wildcats Centre, and Senior teams.
- Drive the strategic development of the Club, utilising support from the Club Doncaster shared service departments, including commercial, marketing, human Resources, finance, and media teams.
- Line management responsibility for all technical staff.
- Line management responsibility for all volunteers and consultants.
- With support from the first team manager and Regional Talent Centre Director manage the player identification, selection & recruitment.
- Prepare, maintain and report to the Club Doncaster board and senior executive committee on all club related matters.
- Work with the Finance Director to set and maintain an annual budget for all areas of the club.
- To oversee all match day operations, including responsibility to recruit, manage, and implement best practice procedures.
- To support Club Doncaster's overall vision in making a difference through sport, by engaging people with the Club Doncaster and Doncaster Belles brand.
- Responsibility for the club to align and evidence the Club Doncaster culture and all departments, are demonstrated and the environment is always a positive learning environment for players.
- Responsible for the overall sign off prior to the board presentation, of the technical and tactical coaching programme, in conjunction with coaches and football staff. This should include the alignment of coaching and match activities to that of the Regional Talent centre and senior team philosophy.
- As instructed by the Board of Directors produce and present productivity reports, ensuring that the club remains within its current licensing, and improves upon this when it is felt this is beneficial.
- To liaise with all additional departments, when planning and arranging youth programmes, to ensure that appropriate support is in place (such as medical, sports, science and recruitment) and that the timetable benefits the players.
- To be the lead Welfare Officer supported by Club Doncaster head of safeguarding for the safety and welfare of all players.
- To oversee the completion and execution of the WSL & FA grow the game plans, and associated internal and external policies & philosophies.
- To oversee the individual development plans & appraisals for all persons involved with the club.
- To liaise formally and informally with all stakeholders on a day-to-day basis.
- To work within an agreed budget set by the board and cascade this to individual departments.
- To continue to support and grow Club Doncaster & Doncaster Belles positive reputation locally and nationally through the practice undertaken in all areas of the department.
- Ensure all policies and procedures are adhered to.
- Active participation in continuing professional development.
- Promote the brand identity and increase Club Doncaster fan base through positive service delivery.
- Support the whole of Club Doncaster group to promote the events and the business as a whole, including additional support at Club Doncaster events such as the Big Bang and Festival of Sport weekend.
- Act at all times with utmost good faith to the Club(s) and the Company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work closely with, maintain good relationships, and collaborative working practices
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.
- To cover as and when required at other departments within the Club Doncaster Group
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Club Doncaster Staff competencies:

Our Values

- We are professional in all we do
- We manage our business with respect and integrity
- Pride, passion and performance
- Open, honest brave
- Consistent innovation in all we do
- Energy, enthusiasm, humility
- Win-win relationships

Putting our clients first

- Demonstrates a thorough understanding of the services across Club Doncaster and how these relate to and are affected by the needs and objectives of the organisation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

Getting things done

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

Flexibility

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Put forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high quality service at all times

Communication skills

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

Managing Self /Relationships

- Develops open and effective relationships with all colleagues
- Awareness of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Share information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keep difficulties in perspective and maintain performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of Club Doncaster ensuring actions contribute towards achieving them

Important information

The above mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, Road tax and relevant insurance if they are intending to do business mileage for Club Doncaster. It is the employee's responsibility to ensure up to date documentation is provided to Club Doncaster.

Club Doncaster is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Personal Skills/Characteristics

	Essential	Desirable	Method of Assessment (List Code Below)

Experience			
Minimum of 3 years' experience within a similar role within elite sport.	X		AF/I
Previous experience within Women's elite football.	X		AF/I
Previous experience of managing a multi-disciplinary team within an elite sports environment.	X		AF/I
Experience of leading a team, and able to balance technical instruction with business related operations.		X	AF/I
Working within a team and managing conflict & differing priorities.	X		I
Excellent written and verbal communication skills.	X		AF/I
Ability to plan own workload and prioritise.	X		AF/I
Ability to self-motivate and work independently.	X		AF/I
Previous experience in accountability for working within a budget & financial reporting.	X		AF/I
Experience of managing staff & volunteers.	X		AF/I
Ability to engage a wide range of stakeholders.	X		AF/I
Previous experience of coaching and delivering sessions to elite players.		X	AF/I
Qualifications and training			
Appropriate business related management qualification.	X		AF/I
UEFA B licence qualification		X	AF/I
Evidence of formal education detailing a good level of general education.	X		AF/I
Formal IT experience and experience all appropriate presentation programmes (word / excel) etc.	X		AF/I

Special skills and knowledge			
A strong understanding of the current local and national issues surrounding the recruitment and development of players within the women's game.	X		AF/I
Significant understanding of the FA/WSL rules surrounding clubs and football operations.	X		AF/I
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X		AF/I
Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system		X	AF/I
Experience & awareness of barriers to elite sport people may face.	X		I
Experience in supporting and mentoring the development and differing needs of players and staff to grow to their full potential.	X		I
Personal qualities			
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		I
Excellent written and verbal/presentation communication skills.	X		I
Ability to prioritise and meet deadlines.	X		AF/I
Strong interpersonal skills.	X		I
Strong communication skills.	X		I
Flexible and empathetic to the changing nature of the industry.	X		I
Personal circumstances			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		I
Full driving licence	X		I
Physical Requirements			
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X		AF/I/R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

- * AF = Application Form
I Interview
R Reference
CQ Certificate Qualification

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Club Doncaster is an equal opportunities employer.