



Role description

Title:	Chief Executive
Number of colleagues in this role:	1
Responsible to:	Board of Directors
Location:	Stenhousemuir

Vision statement

To be leaders in our community and inspire our fans by being a successful football club that provides opportunities for everyone to participate in sport, achieve their full potential and be positive active citizens.

Role purpose

To positively impact all operations and strategy of Stenhousemuir Football Club CIC and to develop a successful team and progressive club.

Background

Stenhousemuir Football Club was formed in 1884 and has been a part of the local community for over 130 years.

In more recent times the club changed its legal status to a Community Interest Company (CiC). Thought to be the first professional football club in the UK to do so, this change ensured that the club would be protected from private ownership and remain fully committed to the local community.

The club has one of the largest community programmes of any club in Scotland, with around 500 people from the local community taking part in football and fitness sessions each week, over 10,000 people involved annually and approximately 250,000 visitors to Ochilview Park each year.

Stenhousemuir FC is looking to continue to grow as a club, maintain and foster new links with local community and business, with Ochilview seen as a positive welcoming community hub that serves and inspires the local community. To further this aim, we now have a registered charity, Warriors in the Community, a strategic element of the club.

The role entails management of the day-to-day operations of the organisation to ensure progression towards the club's strategic vision. You will report to and be accountable to the Board of Directors of the club for the performance of the business.

Stenhousemuir FC CEO will be responsible for monitoring and implementing equality within Stenhousemuir FC structures.

Main responsibilities 6 max

People Management (20%)

Tasks

- Line Manger to all staff within the organisation
- Support, mentor, appraise, recruit and assess all staff within the organisation
- Provide a link between the Board of Directors and the staffing team. Report to the BoD on all aspects of the club's operations
- Be visible and approachable to all staff, volunteers, supporters and customers

Financial responsibility. (20%)

Tasks

- Responsibility for the day-to-day financial management of the organisation
- Report and present to the board on all financial matters
- Work closely with the club accountant to ensure full clarity and awareness
- Ensure all departments within the organisation are performing to the expected financial targets

Develop a winning team. (10%)

Tasks

- Provide a support function for the first team Manager to enable the individual to perform to their maximum within the position
- Work with the Football Strategic Working Group to establish and maintain sustainable systems for the scouting and recruitment of the best possible players for the managers selection to ensure future success for the football club.
- Work with the Football Strategic Working Group to establish and maintain sustainable systems for the performance analysis and technical preparation of both our team and ongoing opponents for the benefit of the Manager.
- To provide when required a list of potential targets for the position of first team manager to the BOD
- Aim to attract new support to the football club to increase fan base and engagement

Strategically manage the club Charity organisation, Warriors in the Community to ensure it delivers to the strategic objectives. (15%)

Tasks

- Support the full-time charity staff in delivering against the objectives.
 - Act as one of the two Club nominated trustees on the Charity board.
 - To support the Charity in strategic decision making with appropriate oversight back to the BoD of the Club.
 - To provide direct operational line management to Head of Charity.
 - Support applications for and obtain regular grants to support the on-going development of the Charity.
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Maximise commercial benefit for the club. (20%)

Tasks

- Work with the Commercial Working Group to develop and drive a commercial marketing plan aimed at attracting new sponsors into the club
- Oversee all aspects of commercial activity
- Manage relations with current partners and look to create new relationships
- Implement and deliver on a club wide communication strategy to maximise interactions within the media, social media and all available platforms

Facility Management. (15%)

Tasks

- Maximise revenue across the facility
 - Liaise with Charity on the utilisation of the facility to the overall benefit of the Club.
 - Oversee the on-going maintenance of the facility
 - Explore all avenues of grant support to provide investment into the facility
 - Ensure Ochilview Park is an attractive and welcoming environment for all guests, members and visitors
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The competent person

Area	What
Qualifications/ Knowledge	
Experiences	Must be used to speaking to senior managers such as MDs Must have worked in a small business environment
Skills	Manages time effectively Microsoft office 365 to manage appointments and emails Use MS Word to create letters including mail merges Use MS Excel spreadsheets and formulae to deliver management information Use Microsoft Teams
Behaviours	Builds rapport easily Self-reliant and resilient Equally productive in a team Shows “can do” attitude Focuses on quality and delighting customers Confident to challenge ideas Committed to their personal development
Working environment	The role requires you to flex your working week for Saturday games and night fixtures. As a small team, we expect everyone to “muck in” when required.