



ROLE PROFILE: CHIEF EXECUTIVE OFFICER

Job Title:	Chief Executive Officer (Voluntary Role)	Reports To:	Chairman & Board of Directors
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Role Purpose:

We require a competent Chief Executive Officer to:

- lead the business ensuring that all objectives and targets are met and lead to achieve overall company goals.
- build the presence of the AUFC brand, experience and product set within the local business community and regionally.
- be responsible for implementing the overall club philosophy in terms of people, commercial, culture etc.

It takes a competent leader to succeed in this role. You should know how to distinguish talent and do everything possible to motivate and inspire. You must possess excellent organisational skills and ability to communicate with people from diverse backgrounds and experience.

Hours:

- Hours can be flexible and to suit individual availability. It will be a requirement to be available on most home matchdays to offer strategic support to the Board and matchday officials

Location:

Hurst Cross, Surrey Street, Ashton under Lyne, OL6 8DY

Key Accountabilities:

- To have the overall responsibility for driving commercial performance.
- To oversee the day to day operations of all non-football aspects of the Football Club.
- To work with the Board of Directors to ensure effective and efficient day to day management of the football club. Within this arrangement, to hold the final decision taking rights, subject to approval of the Chairman and the Board.
- Initiate, develop and implement, in conjunction with the Board, strategies and processes which achieve long-term sustainable playing and commercial success for AUFC.
- Ensure that all activity is carried out cost effectively and efficiently within agreed budgets.
- To ensure that all Club operations comply with statutory regulations in force at any given time and that rules and regulations imposed by the Club's governing bodies are adhered to.
- In conjunction with the Ground Director be responsible for all aspects of health and safety throughout the Club.
- Ensure that Club policies with regard to Equal Opportunities and employment are communicated and understood and be responsible for the welfare of all staff.
- To devise and implement, in all areas of the Club's operations, programmes that target key activities that will deliver specified and measurable performance and outcomes.
- To ensure that the club has a "modern" image especially in digital communication.
- To seek out and develop joint partner promotions with prospective and current commercial partners, public sector and charity bodies.
- Attend Club Board, management and other key meetings and represent the Club on external bodies, where appropriate.
- To positively promote the Football Club in all public arenas.

- To develop a calendar of key tasks to ensure that Club employees are aware of timings of critical events.

Person Specification:	
Qualifications:	<ul style="list-style-type: none"> • Proven experience at Senior Management level within a Football Club, or similar environment
Knowledge & Experience:	<ul style="list-style-type: none"> • To be open-minded to the views of others whilst retaining the tenacity to achieve results. • Experience in Human Resourcing and recruiting through various channels • Good working knowledge of office software systems such as MS Word and Excel. • Good knowledge and understanding of safeguarding, equal opportunity policy and procedures • Effective and articulate, both in writing and by the spoken word. • Effective negotiating, influencing and time management skills.
Skills:	<ul style="list-style-type: none"> • Ability to remain calm and courteous under pressure. • Passion for delivery and maintenance of high levels of service. • Excellent organisational and team coordination abilities • Have Personal integrity (ability for others to trust quickly) and reliability. • Straight talking, honest, a strong self-starter a good team player and a willingness to take challenge. • Drive and determination (gets things done). • Ability to identify, address and resolve performance issues promptly and with clear results.
Personal Qualities:	<ul style="list-style-type: none"> • Friendly, helpful, enthusiastic and cheerful disposition. • Attention to detail and patience. • Ability to work unsupervised and on own initiative. • A team player with a 'can do' attitude.

Ashton United FC History & Values:

Founded in 1878 Ashton United FC is one of the oldest football clubs in the world, with Hurst Cross one of longest continually played on football grounds in the world. The club competes in the Pitching In Northern Premier League Premier Division. As a club, we have a loyal and very strong working Board of Directors and group of volunteers, most having served the club for many years. We are committed to developing young talent in our region, whilst also offering volunteers the opportunity to gain experience and knowledge. Very much a family orientated club, 'The Robins' are proud of the partnership that exists between the club and Ashton United in the Community, an independent registered charity that supports a broad range of community engagement and provides for volunteering opportunities for local people through roles within the football club. We are proud that many of our volunteers, having learned new skills and gained experience with the club, have moved from a voluntary role into full time employment elsewhere, or into the professional game. We value our people taking personal responsibility for maintaining the organisation's values and to "demonstrate an attitude towards others which is based on respect, dignity and equality".

This role is voluntary and offers the candidate the opportunity to hold a non-executive role on the Board of Ashton United FC. It would perhaps suit a retired or semi-retired person, with time on their hands, and keen to pursue interests in non-league football.

All applications should include a covering letter along with a CV, and should be emailed to Ashton United FC Vice Chairman Steve Hobson (stevehobsonaufc@live.co.uk)