**British American Football Association**

**Board of Directors**

**JOB DESCRIPTION**

1. Job Particulars

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| Job Title: | Director of Competitions |
| Role Summary: | The Director of Competitions will have a passion for the success of the sport of American Football in Great Britain at all levels, with an ability to provide strong leadership. Business acumen and experience are necessary qualities as are excellent networking, relationship and partnership building skills. The role will also require diplomacy, excellent communication and strong influencing skills.  In addition to the above, specialist expertise in one or more of a number of areas - finance, income generation, marketing, partnership building – would be advantageous. |
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| Reporting To: | The Chair and Board of the British American Football Association |
| Responsible For: | Line Management –  Representatives of any Competition Management Groups  Functional -   1. Guiding the implementation of the vision for British American Football. 2. Ensuring the management of the sport is compliant with the Governing Document and the established policies and procedures. |

1. Main Tasks, Duties and Responsibilities

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| Main Tasks | Duties and Responsibilities |
| * 1. Assisting the NGB and ensuring it fulfils its responsibilities: | * Monitoring the provision of accurate, timely and clear information to the Board. * Ensuring there is regular evaluation of the performance of the Board, sub-groups, and the individuals who sit on them. * Upholding the highest standards of integrity and probity. * Ensuring the Association meets the highest standards of corporate governance and seeks compliance with appropriate regulations. * Ensuring a clear structure for and the effective running of the Board and its committees. |
| * 1. Working with the Directors and key personnel to help them achieve the objectives of the Strategic Plan: | * Leadership of the Competition Management Groups to ensure their effectiveness on all aspects of their role in developing and implementing the Strategic Plan for the sport. * Ensuring any Competition Management Groups apply their resources exclusively in pursuit of the implementation of the Strategic Plan. * Monitoring the implementation of decisions taken at Board meetings, in particular with regard to competitions. * Ensuring the key personnel involved in competitions deliver an annual plan and budgets. * Establishing a close relationship of trust with the Directors and key personnel, providing support and advice while respecting executive responsibility. * Leading the process of appraising the performance of the Directors. |
| * 1. Optimising the relationship between the Association and stakeholders internal and external to the sport: | * Ensuring effective communication with the sport’s stakeholders inside and outside the sport of American Football, in particular with regard to competition pathways. * Promoting effective relationships and open communication, both inside and outside the Board, between the Association and the key partners. * Representing the partnership and understanding the views of the sport’s stakeholders. |

1. Person Specification

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| Area | Desirable Qualities |
| * 1. Experience: | * Experience of leading Boards / Committees. * Experience of building partnerships. * Experience of acting as an advocate for an organisation. * Track record of achievement in an appropriate environment, particularly competition management. * Experience and proven effectiveness in working with other bodies. * Experience of leadership roles in a multi-partner environment. * Demonstrable track record and experience in one or more areas - finance, income generation, marketing, partnership building – would be advantageous. |
| * 1. Knowledge / Skills: | * Knowledge of American Football, its vision and the main objectives of the emerging Strategic Plan, in particular with regard to competitions and player pathways. * An understanding and acceptance of the legal duties, responsibilities and liabilities of leading a corporate body. * An understanding of effective competition structures designed to support wider participation and enhanced performance. * Excellent communication and interpersonal skills. |
| * 1. Competencies: | * Ensuring effective communication with the British American Football Association’s stakeholders inside and outside the sport. * Ability to develop and communicate a strategic vision. * Ability to take an independent view when judgements are required. * Ability to think creatively. * Awareness of what is required to ensure the needs of external ‘investors’ are met. * An ability to work effectively as part of a team. |
| * 1. Behaviours | * Demonstrate a commitment to the National Governing Body. * A willingness to speak candidly. * Demonstrate recognition of the implications of working in a partnership environment. * Recognise and value the contribution of others. * Supports the other Directors and key personnel in their leadership of the business of the Association whilst monitoring their conduct. * Demonstrate flexibility and open mindedness. * Provide learning opportunities by giving feedback and support. * Demonstrate commitment to Nolan’s seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership. * Demonstrate tact and diplomacy. * Demonstrate impartiality, fairness and the ability to respect confidences. |
| * 1. Special Circumstances | * Willingness to commit time to attend meetings of the Board and Committees as necessary. |