



Job Description & Person Specification

- Title:** Associate Director
- Reports to:** The CFC 2001 Board
- Based at:** Proact Stadium, 1866 Sheffield Road, Whittington Moor, Chesterfield S41 8NZ.
- Job Purpose:** **To oversee an area of the football club's off the field administration, report on that to the board and to provide links to the wider fan-base.**
- (Areas to include: Academy & youth development, customer service and public facing roles, commercial and partner development).
- Terms:** One season voluntary, non-executive position, with an option to be reappointed. Reasonable expenses can be claimed.
- An associate director will receive tickets, usually in the Directors Box, home and away. There is no requirement to use these tickets and a matchday role is not essential to the position.
- There is an expectation that the role will involve up to 20 hours per month.

Key Responsibilities & Accountabilities:

- To attend board meetings:
 - To receive all board papers and play a part in wider decision making.
 - To report to each meeting on the area of the business that is overseen.
 - To oversee projects and developments determined by the board.
- To liaise regularly with the managers and staff undertaking roles within the area overseen.
- To represent the club at appropriate meetings and matches.
- To support the club's safeguarding and equality policies.
- To provide a focus and conduit to the wider fan-base and community in its relationship with the club.

- Having regard to standard commercial confidentiality, it is expected that associate directors will also ensure transparency in dealings with the wider fan-base and community.
- Chesterfield FC is an equal opportunities employer.

Person Specification	Description	Essential	Desirable
1. Qualifications	<input type="checkbox"/> No specific qualifications are required for this role.		
2. Experience	<input type="checkbox"/> Experience connected with the specific area of business. <input type="checkbox"/> Significant time spent as an active fan of Chesterfield FC. <input type="checkbox"/> An understanding of business or charity governance.	*	* *
3. Knowledge	<input type="checkbox"/> Understanding of the football club environment. <input type="checkbox"/> Knowledge of working with people of all ages, abilities, sex and race.		* *
4. Technical Competencies			
Communication	<input type="checkbox"/> Excellent verbal, written and presentation skills. <input type="checkbox"/> Comfortable in working with a wide and diverse range of different people.	* *	
Analysis and Problem Solving	<input type="checkbox"/> Uses a methodical approach to isolate problems and define opportunities to provide creative and realistic solutions which meet the club's needs.	*	
5. Core Competencies			
Planning & Project Management	<input type="checkbox"/> Is able to evaluate successes and areas for development. <input type="checkbox"/> Is able to work to deadlines and manage time effectively.	* *	

Customer Services	<input type="checkbox"/> An understanding of delivering customer facing services and solutions. <input type="checkbox"/> Understanding of customer requirements.	*	*
Leadership	<input type="checkbox"/> Transmission of the club's vision. <input type="checkbox"/> Motivates others. <input type="checkbox"/> Acts as a role model with behaviour consistent with the vision of the club and sends clear messages.	* * *	
6. Personal Attributes	<input type="checkbox"/> Self-driven and motivated. <input type="checkbox"/> A clear drive to produce high quality work. <input type="checkbox"/> An excellent communicator. <input type="checkbox"/> Flexible and positive attitude.	* * * *	
7. Other	<input type="checkbox"/> FA DBS check or self-declaration. <input type="checkbox"/> Fit and proper self-declaration. ⁽¹⁾	* *	

(1) It is possible that a formal fit and proper test will be required at some point.