



Job Description

Job Title:	CEO
Reports to:	Board of Directors
Salary:	League 1 level – available on application
Hours:	This is a full time job that requires weekend working.
Background: Cambridge United play in League 1 of the English Football League having gained promotion from League 2 in 2021. The Club is owned by three individuals who provide consistent financial support and has a highly respected board of Directors, and an established front office and football management team. The current CEO took on the role on an interim basis in July 2019, initially for a year. Due to the pandemic he agreed to stay longer, the aim is now that he steps down by the end of the 2021/22 season. Ideally, the successor would have a handover period before the end of the current season which ends on 30 th April 2022.	
Role Summary: We are seeking an experienced CEO to lead the day-to-day operations of our Club. The successful candidate will provide inspired leadership to our Management team and establish a great working relationship with a range of stakeholders: Owners, the Board of Directors, sponsors, fans and key stakeholders within the Cambridge community e.g., Mayor and other politicians to ensure we have a great relationship to support the club and growth projects with leaders who recognise the importance of the club within the broader community. The CEO will initiate, develop and implement, in conjunction with the Board and Owners, strategies and processes which will achieve long-term sustainable playing and commercial success for the Club.	
Key Job Outcomes: Financial responsibility: <ul style="list-style-type: none">• The Club has a good finance team in place led by an experienced, part time, CFO. The CEO has responsibility, along with the CFO, for preparing an annual budget and then managing to that budget.• The CEO will liaise with the football staff – Sporting Director - directly but also the Head Coach and Academy Manager to understand their needs and to provide the resources necessary for them to compete at the highest level possible consistent with budgetary constraints.	
Business strategy and growth:	

Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

- To drive the business strategy and growth of the club.
- To work with the Head of Commercial to help him to generate revenue. This will include engaging with major sponsors.
- Manage and approve all significant legal agreements entered into by the Club.
- Manage our relationship with our landlords and all associated property matters.

Spokesperson/ media role:

- Media: The Head Coach is the person in the Club who deals with media in relation to the football/ playing side of the Club. The CEO is the spokesperson for the non-playing activity. Examples include: Commenting on finances, fan engagement, disciplinary action against fans (the odd one for poor behaviour), EFL matters and generally anything off the pitch. There is significant media interest in the Club. There is assistance on media matters from the Head of Communications and a Board member with significant experience in this area.
- Communication with fans takes a number of forms including engaging with fans groups as well as writing a programme note for each home game.

Community Trust role:

The Club has a thriving Community Trust and the CEO is the key link between the Club and the Trust. Work will involve attending some Trust meetings and generally offering support to the Trust management when needed.

People management:

Working alongside an experienced HR manager the CEO will have oversight of all senior people management and staff welfare matters.

He/ she will ensure that Club policies with regard to Equal Opportunities and employment are communicated and understood and be responsible for the welfare of all staff.

EFL responsibility:

To attend EFL meetings and represent the views of the Club.

- The role is full time and involves being at matches on Saturdays and weekday evenings throughout the season.
- The CEO reports to the Board of Directors through the Chairman of the Board. He/ she will also have direct contact with the owners.

Person Specification:

- An experienced manager who has senior experience of business management and development, probably working in / leading a SME.
- Someone with a track record of driving commercial success – someone with a track record of achieving results.
- Has good people management skills. A diplomat. This job requires an ability to engage with a wide group of people including owners, fans, staff and the Board.
- Someone who has a good working knowledge of finance.
- Although this is not a role where there is direct involvement in the running of the football team, it is important that the candidate has an interest in, and ideally a working knowledge of, football.
- Has experience of dealing with the media or at least has a willingness to engage with the media.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.