



JOB TITLE	Chief Executive Officer
REFERENCE #	CEO19
REPORTS TO	Volleyball England Board
DIRECT RESPONSIBILITY FOR	All Volleyball England HUB staff
BASED AT	Volleyball England HUB at Sports Park Loughborough.
SALARY	£60-70k pro rata
CONTRACT TYPE	Full time

VOLLEYBALL ENGLAND CHIEF EXECUTIVE OFFICER

Job description

Volleyball England is the recognised National Governing Body (NGB) for the sport of volleyball.

The Chief Executive Officer (CEO) will be expected to provide the leadership and management skills to achieve the vision and values, to deliver the Volleyball England 2017/21 strategy and to secure future funding for the organisation. The post holder will be expected to reduce the reliance on Sport England funding by seeking alternative funding streams.

The CEO will manage organisational and operational processes and systems, motivating both staff and volunteers, to ensure that Volleyball England remains effective as an NGB. Members, volunteers and professional staff must be supported and nurtured to ensure the provision of high quality services that meet stakeholder expectations with an emphasis on constantly striving to maintain and provide quality services to our Core Market.

This position is head of the organisation and is the accountable officer for Volleyball England and the Company Secretary. The appointee will be expected to demonstrate exceptional leadership qualities and guide the overall management of the organisation.

The position demands an active knowledge and experience of managing budgets within a business. The CEO will also be able to set and meet targets, have excellent communication and presentation skills, together with computer literacy is a pre-requisite. The CEO will work closely with a wide range of volunteers, members, partner organisations, international organisations and staff, articulating a clear vision and strategy.

Role Overview:

Reporting to the Chair of the Board, the CEO will:

- Lead the Executive and staff team in the management of the business.



- Implement the mission, vision and strategic direction of Volleyball England, as determined by the Board
- Be the accountable officer for funding and information purposes for Sport England and other funding bodies
- Complete delivery the current strategy, to translate this into effective operational delivery that will accelerate the vision and strategic objectives of Volleyball England
- Be responsible for the development, management and monitoring of the organisation's annual operational and business plans and budget and for gaining approval for them from the Board.
- To manage the day-to-day constitutional requirements of the organisation, maintain Board records and to service Board, Committees and Sub-Group meetings.
- To act as a Company Secretary in order to comply with UK company laws such as the Companies Act 2006.

How to apply

For more information and an application form, please contact current CEO Janet Inman:

Telephone: 07766 540735

Email: j.inman@volleyballengland.org

Submissions by post are acceptable and should be sent, marked 'Private and Confidential' to:

Janet Inman
Volleyball England
SportPark
Loughborough University
3 Oakwood Drive
Loughborough
LE11 3QF

We will not accept any application unless on a Volleyball England application form.

Closing date: **12th July 2019**

Interviews for shortlisted candidates will be during the week beginning **15th July 2019**