



Who We Are

Some space. A ball. Your mates. A game.

Your team. A competition. Maybe a trophy or two.

Work hard. Develop skills. Get selected. Represent your nation.

Volunteer time. Pick up a whistle. Make a difference.

We are England Touch. Pick up a ball and play!

The England Touch Association (ETA) is a National Governing Body (NGB) for the sport of Touch (also referred to as Touch Rugby or Touch Football) in England. We are Sport England recognised and affiliated to the global governing body of Touch, the Federation of International Touch (FIT). The ETA has evolved from a committee of volunteers into a not-for-profit company limited by guarantee with an accountable board of Directors, a Senior Executive, a developing paid workforce of employees and an extremely loyal base of volunteers.

Our Vision

Our Purpose is to govern the sport of Touch.

Our Vision is to grow a more accessible, inclusive and enjoyable game, which delivers positive outcomes for physical, mental and social well-being.

Our Vision is achieved by:

- Growing the Game (increasing participation in playing, coaching, refereeing and volunteering)
- Developing the Sport (governing and developing participation from grassroots to elite level)
- Evolving as an organisation (expanding our infrastructure with a strong focus on Equity, Diversity and Inclusivity, as well as ensuring that Sustainability is also at the forefront of our thinking)

Our Vision is delivered through:

- Education (schools, colleges, universities and our educational courses and qualifications)
- Clubs (supporting club activity and engagement at all levels within our game)
- Competition (creating inclusive, diverse and accessible offers across wide ranging demographics locally, regionally and nationally)



Why Do We Need You?

Following a period of rebuilding for the ETA, the organisation is now seeking a CEO to lead the organisation through the next period of growth and development as we look to build on the successful hosting of the largest Touch World Cup in history. We are looking for an inspirational leader who can combine the daily tasks of delivering the core elements of the strategy, with the insight and leadership to take us forward during this exciting period for the sport of Touch.

As a recognised National Governing Body in England and one of only three Tier 1 Touch nations internationally, we have a fantastic opportunity to shape the future for the game of Touch, both in this country and further afield. But we do so with limited resources, generated almost solely from membership and events, presenting an opportunity for the CEO to evolve commercial and other funding streams.

The CEO is a board position, responsible for the overall delivery of the strategy and ensuring the organisation continues to develop as the game and sport of touch continues to grow.

The CEO is responsible for the oversight and ensuring delivery across many areas, including:

- Executive Leadership
- Workforce structure and development
- Finance and Governance
- Growth & Development of the Game
- Operations, including event delivery
- Sponsorship, funding and partnerships
- Membership relations
- Marketing and communications

What You'll Do

The CEO will be responsible for ensuring delivery of the following areas across the organisation:

Executive Leadership

- The CEO is a Director of the ETA Board, responsible for the organisation's overall governance
- Leading the Executive team reporting to the Chair and rest of the Board
- Providing direction and leadership to the Executive Team

Workforce Structure, Recruitment and Development

- Responsible for the overall workforce structure required for the organisation
- Providing direction and leadership to the paid and voluntary workforce
- Management of the paid workforce, including reviews and development of the staff team
- Oversees employee and volunteer recruitment, reward and recognition



Finance and Governance

- Overall management of the ETA budget, income and expenditure
- Working with the Finance Director to set budgets and provide forecasts to the Board
- Working with the finance team to ensure efficient financial processes, practices and systems
- Overall executive responsibility for ETA Governance, including risk management, safeguarding and policy management and implementation.

Growth & Development of the Game

- Maximise the impact of hosting the Touch World Cup
- Oversee the development of the game and growth opportunities including
 - Continue to develop our offer to Universities
 - Develop our strategy for Touch to play a key part in curricular and extra-curricular activity in primary and secondary schools
 - Support the growth of the game in existing and new clubs and leagues
 - Establish and reinforce pathways for new entrants into clubs, leagues and regions

Operations, including Event Delivery

- Responsible for setting operational plans
- Oversee the ETA event calendar, planning and delivery of events
- Ensuring delivery of ETA courses for player, referee and coaching development and learning
- Working with the regional leads and teams for operational delivery across the regions

Sponsorship, Funding and Partnerships

- Creation and delivery of a commercial strategy
- Developing new and existing relationships and partnerships across the sport
- Identifying and implementation of funding bids and opportunities
- Development of existing and sponsorship opportunities

Membership Relations

- Drive membership/affiliation to the ETA (schools/colleges, universities, clubs and leagues).
- Develop our membership/affiliation offer from one that is currently transaction-based around participation in events to a more all round membership/affiliation offer with broad appeal.
- Work with our members/affiliates and other providers to develop the sport.
- Develop and maintain positive relationships with members, affiliates and partners.

Marketing and Communications

- Oversee the wider marketing and communications strategy for the organisation



Who You Are

Qualifications and Experience:

- Educated to degree level or equivalent relevant qualification
- Experience in a senior leadership role ideally in a sporting, or similar environment

Skills:

- Proven leadership skills, ideally working with peers at Board or Senior Management level and capable of inspiring a team of paid and voluntary workforce.
- Strong interpersonal skills with the capability to build, develop and maintain relationships with a wide variety of people, both within and outside the organisation.
- Strong organisational and time management skills with the ability to plan, multitask and prioritise tasks to meet deadlines.
- Excellent communication skills with the ability to communicate effectively in a variety of situations but also good at listening to others and receiving/generating feedback.
- IT literate - ability to use Microsoft Office, Google Drive or other similar IT software.
- Can evidence use of diversity, equity and inclusion principles to ensure equitable representation and opportunities within the organisation.
- Ability to be a critical and innovative thinker with strong analytical and problem-solving skills
- Passion for promoting, growing and developing the game of Touch.

CHIEF EXECUTIVE OFFICER (CEO) - JOB DESCRIPTION



What Can We Offer You

- Opportunity to utilise and develop your portfolio of skills and experience.
- Gain valuable hands-on experience in a developing NGB, which is also a sporting not-for-profit organisation.
- Training and development opportunities (role-specific training, workforce development training, internal IT systems training, CPD courses and conferences).
- #OneEngland Workforce on-boarding session and access to an ETA email address and shared Google Drive.
- Membership of the ETA (including access to discounts, savings and offers (e.g. AON Plus Scheme): <https://www.EnglandTouch.org.uk/play/membership/benefits/>)
- One England Workforce Kit Allowance

Role Details

Department	Board role
Supported by	Chair, other Board Directors
Supporting	Executive Team, other paid and voluntary workforce
Hours	Part-Time (estimated 15-20 hours per week) <i>Option to combine with other roles within or outside the organisation.</i> <i>Flexible hours of work with attendance at meetings and events, which may be out of normal working hours, should be expected.</i>
Contract Type	Employed
Role Duration	Permanent
Remuneration	Competitive basic salary of full-time equivalent of £40,000-£50,000, pro rata to part-time hours as agreed and required. Holiday entitlement and pension.
Location	Work from home and various other locations as required (pre-approved expenses will be reimbursed upon completion of the standard expenses form to Finance)



Our Commitment to Equity, Diversity & Inclusion

At England Touch, everyone is welcome!

You don't have to be sporty to be part of our community. What matters to us is that we have talented, enthusiastic and experienced people working with us who can help deliver our strategic outcomes.

Our dedication to inclusivity means that we actively welcome and support differences regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.


We recognise that the diversity of our people is a source of strength and are taking positive steps to ensure that everyone involved in our game can bring their full selves, own unique experiences and perspectives. Together we can ensure that England Touch remains a welcoming and inclusive community for all!

If you need reasonable adjustments made to the recruitment process, please mention this during your application so we can advise and support you.

Note: All employees and volunteers hold a duty and commitment to observing ETA's Diversity, Equality and Inclusion policy and procedures at all times:

https://www.EnglandTouch.org.uk/media/1902/210124_equality-diversity-and-inclusion-policy.pdf

Our Values

<p>We are Inclusive</p> <p>We are committed to making our sport accessible to all by actively promoting and providing opportunities for widespread participation</p>	<p>We are Transparent</p> <p>Transparency underpins our sport. We prioritise openness, ethics and the highest standards on and off the field, through honesty, integrity and fair play</p>	<p>We are Ambitious</p> <p>We are driven to succeed in our sport. We will not limit our goals or imagination and aim for ambitious goals, pushing boundaries ourselves and the game</p>
<p>We are United</p> <p>Success in our sport is achieved by working together. We inspire unity and collaboration, operating as one team, with common goals and shared values</p>	<p>We are Respectful</p> <p>This is the basis of our sport. We promote respect for players, coaches, referees, volunteers and all others involved in our game at every level</p>	<p>We are England Touch</p> 

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TO APPLY FOR THIS POSITION

To apply for this role, please complete the application form [here](#) and send your CV and covering letter to chris.simon@englandtouch.org.uk.

Closing date: Sunday 6th October 2024 at 23:59 hrs.

Interviews: are expected to take place week commencing **14th October 2024** and will be either in person or via Zoom online conferencing.

For more information on this role, contact:

England Touch Chair Tim Loveridge on chair@englandtouch.org.uk

England Touch Association:

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Instagram / Facebook / X: @englandtouch

LinkedIn: www.linkedin.com/company/englandtouch