



## Charity Football League Entrepreneur in Residence Job Description

The **Charity Football League (CFL)**, a pioneering social enterprise, is looking for an ambitious and dedicated budding entrepreneur to become our Entrepreneur in Residence. The position is a unique chance to oversee the expansion of the venture. Substantial experience and learning opportunities will be offered, so this is an excellent opportunity for anyone interested in social enterprise/business/charity. This position is on a one year contract, but is likely to be extended depending on performance.



**CHARITY  
FOOTBALL  
LEAGUE**

The **CFL** ([www.charityfootballleague.co.uk](http://www.charityfootballleague.co.uk)) runs six- and eight-a-side football leagues in Oxford, with 100% of its profits going to local children's charity **Jacari** ([www.jacari.org](http://www.jacari.org)) which owns the **CFL**.

Each year, the **CFL** has 16-40 teams and over 250 players who play regularly. The ethos of the football league is competitive but friendly and fun, and we like to get to know our players and teams well. This makes for a unique atmosphere which is different from other commercial football leagues. We have a board of five Directors bringing significant experience from the worlds of business, technology, education and social enterprise, a team of FA qualified referees and volunteers who help to support the football league.

The new Entrepreneur in Residence will recruit, train and support a team of volunteers to run each league. He/she will be responsible for supporting with the marketing of each league, and its administration, with volunteers running each game night. It is envisaged that each league will become eventually self-sufficient, run by its own team of volunteers and supported by the Entrepreneur in Residence.

This structure will allow the **CFL** to grow within Oxford and Oxfordshire, and will be a model which can be replicated around the country to franchise to other small charities who can use it to generate funds for their good causes. The Entrepreneur in Residence will play a leading role in executing these expansion and franchising plans, driving business growth and hence kick starting sustainable opportunities for individuals and groups to play football with a purpose beyond Oxford.

We are particularly looking for a **self-starter**, someone who with the support of the board of Directors can grasp the challenge and drive **CFL** forwards. The successful candidate will have a track record of having shown initiative, perhaps having set up their own project in the past or having played a key leadership role in a particular project. They will be energetic, driven and determined to play an entrepreneurial part in shaping a venture that has the potential to generate huge impact for charities.

The Entrepreneur in Residence will need **excellent interpersonal skills**, being able to recruit, train, support and inspire each team of volunteers. They will also need strong **partnership building skills**, as they network to forge relationships with venues, sponsors, franchisees and potential supporters. They must also be willing to get their hands dirty, to book pitches, buy equipment and to fill in on game nights or administrative duties when volunteers have to withdraw, often at short notice. As such, they need to be **flexible** and have good **organisational and administrative skills** and **event management skills**.

As the key person driving the league forwards, the Entrepreneur in Residence needs **marketing and PR skills**, being the face of the **CFL**, being willing and able to broadcast and promote the league publicly to attract new teams, sponsors and players via a variety of channels.

The Entrepreneur in Residence also needs a **commercial brain**, being willing to sell and understand the financial models behind the football league. They will oversee the management of the **CFL** finances. They will also play an important part in supporting the board in thinking about the strategic long-term future of the **CFL**.

The **CFL** has come a long way in three years. We now need an entrepreneurial self-starter to embrace a leadership role in driving the league forwards and to take the social enterprise to the next level.

This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder. As a term of your employment you may be required to undertake such other duties and/or hours of work as may reasonably be required, and be willing to work during the evenings when needed on game nights.

**Salary:** £18,000 with performance related bonuses on top for meeting targets.

**Hours:** 40 hours a week (with statutory holiday entitlement), though we are willing to consider part-time work if we find the right candidate. The position will entail working from home.

**Deadline:** we are looking to recruit as soon as possible, but we will wait for the right candidate. We recommend getting in touch soon in case we appoint early.

For more details see [www.charityfootballleague.co.uk/jobs](http://www.charityfootballleague.co.uk/jobs) or contact Jamie via [jamie@charityfootballleague.co.uk](mailto:jamie@charityfootballleague.co.uk).

*The **Charity Football League** is a limited company (08144132) | We are not a charity in itself, but are fully owned by **Jacari** (registered charity 1108827) and all our profits go to **Jacari**.*

## **Person Specification**

### **Experience**

#### **Essential**

- Experience of initiating or leading a successful project over a period of time
- Experience of project management
- Experience of working, or building good relationships, with partners
- Experience of customer relations

### Desirable

- Business experience
- Voluntary experience
- Experience of dealing with a volume of administrative tasks
- Experience of working with, enthusing and engaging volunteers
- Experience of liaising with senior management (e.g.: board of Directors)

## **Qualifications**

### Desirable

- Full, clean driving license, and a willingness to drive
- Basic computing qualifications
- First aid qualification

## **Skills**

### Essential

- Excellent communication skills
- Confidence and good presentation skills, being happy to talk about **CFL** at public events
- People management skills
- Marketing and PR skills
- Event management skills
- Administrative skills, with strong attention to detail
- A knowledge of Word, Excel Spreadsheets and email

### Desirable

- Finance management skills
- Internet and website technology skills (including a knowledge of Wordpress)

## **Knowledge**

### Desirable

- Interest in and passion for football
- Understanding of social enterprise

## **Dispositions**

### Essential

- A self-starter, being willing to take on the responsibility to drive the league forwards
- Happy working independently
- Passionate and enthusiastic about the opportunity to improve and grow the **CFL**, and about the impact **CFL** has on **Jacari**, players and supporters
- Creative, with the willingness to think outside the box, implement new ideas and deal with difficult situations and persons when they arise
- Able to portray a positive image as the public face of the **CFL**
- Of responsible disposition, dedicated, organised, able to prioritise own work and have a professional attitude
- Willing to work to a work plan agreed with the board

- Approachable, responsive and helpful manner, and an open, facilitative, involving style
- Of friendly nature, with a sense of humour!
- Able to work under pressure
- Flexible and capable of using initiative, tact and discretion

### **About Jacari**



**Jacari**, founded in 1956, is a fantastic charity which supports children in Oxford who don't speak English as their first language. Despite the on-the-face-of-it affluence which many people associate with Oxford, there are great pockets of deprivation. Oxford has large numbers of children who struggle to learn, speak and understand English, hindering their integration into school and society. **Jacari** helps to solve this by matching up these children with personal private tutors. The tutors are volunteers recruited from the universities in Oxford, who visit the children in their homes once a week to teach English. The **CFL** has raised £20,000 for **Jacari** since starting in early 2012, and our ambition is that the Entrepreneur in Residence will oversee the **expansion of the football league** to cover all of **Jacari's** annual running costs.