



**AFC WIMBLEDON
FOUNDATION**



Chief Executive Officer



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Chief Executive Officer

We are seeking the next CEO of the AFC Wimbledon Foundation. This is an exciting opportunity to build on the success of this award-winning charity and to take it forward into its second decade. As the official charity of AFC Wimbledon football club – EFL Trust Your Move Community Club of the Season 2022 - the Foundation delivers impactful programmes to more than 2,500 participants each week across Merton, Wandsworth and Kingston in order to:

1. Champion opportunities for women and girls
2. Inspire active lifestyles in young people
3. Improve the lives of older generations.

The Foundation's CEO will bring the energy, experience and vision required to inspire staff, community partners and stakeholders at all levels and to set the ambition for the future of this exceptional charity.

Job Title: Chief Executive Officer

Location: Cherry Red Record Stadium, Plough Lane, Wimbledon, SW17 0NR

Salary: c. £50-55,000 p.a.

Hours of work: Full time, 37.5 hours per week. The role will require some evening and weekend working.

Term: Permanent (3-month probation period. 3-month notice period).

Reporting to: Chair of Trustees, AFC Wimbledon Foundation

Responsible for: Line management of the Senior Management Team (4 people). Partner relationships with AFC Wimbledon, Wimbledon in Sporting History (WiSH), Dons Local Action Group (DLAG) and other relevant groups.

Your Benefits, Health and Wellbeing and Equality, Diversity and Inclusion policies: Annual leave allowance (25 days per year plus bank holidays); Mental Health First Aiders (support from trained colleagues who are there for whoever needs them); Employee Assistance Programme (providing free confidential advice when you need it); Maternity and Paternity policy, Menopause policy, Flexible working options.

To apply:

Submit your CV and a cover letter stating your experience and how you meet the person specification and requirements for the role by **11am, Wednesday 14 February 2024.**

Please email applications to Alex.Mitchell@afcwimbledonfoundation.org.uk

Interviews will take place in person, in London on Friday 23 February 2024.



Person Specification

You will have:

- Demonstrable leadership experience within the charity sector, with at least 5 years at a senior level
- Experience with charity operations, finances and fundraising with particular understanding of sports charities
- Sound line management and organisational skills in line with the Foundation's Values with demonstrable experience in areas of Safeguarding, Equality, Diversity and Inclusion and environmental sustainability
- Understanding of partnership working and a strong track record of delivery of community or sports programmes

You will be:

- An energetic, results-driven leader, with the ambition and skills to take the Foundation to the next level
- A collaborative leader, with strong decision-making and organisational capabilities and proven line-management skills
- An inspiring leader, with a clear passion for the potential of sport and physical activity to change lives

Main Roles and Responsibilities

Responsibilities & tasks:

- 1) Drive and develop the Strategic Plan in order to deliver the vision and mission of the Foundation.
- 2) Lead the team of Foundation staff and volunteers providing a structured framework of training and development support in line with the Foundation's values.
- 3) Maintain the strong relationship with AFC Wimbledon as its official charity. Work with AFC Wimbledon and partners to ensure joined-up activity and communication across the club and the local community.
- 4) Ensure compliance with the English Football League / Premier League Capability Code of Conduct and ensure all policies and procedures are in place with timely reports to the Foundation Board of Trustees, EFL Trust and other partners and funders as required.
- 5) Lead all financial planning and take responsibility for budget control, working with the Foundation Treasurer and Finance Sub-Committee.
- 6) Work with the Head of Fundraising and Senior Management Team to develop new streams of fundraised income and to manage stakeholder relationships and donor nurture.
- 7) Work with the Head of Fundraising to identify, oversee and implement the application process for securing grants and project funding in line with budget expectations.
- 8) Take lead responsibility for all aspects of safeguarding and health and safety across the organisation as Designated Lead for Safeguarding, supported by Safeguarding Leads in each department.
- 9) Act as the 'face' of the Foundation, representing the Charity at a local and national level.





Background to the AFC Wimbledon Foundation

Our Identity:

AFC Wimbledon Foundation was formed in 2013 after a recognition that the ground-breaking creation, establishment and success of AFC Wimbledon football club was built on the energy and effort of its supporters. The football club wanted to pay back this support by providing a series of targeted community-based activities for local people and the Foundation was formed to deliver this work. The Foundation now delivers a series of impactful projects, reaching 2,500 members of the local community each week – with this number steadily growing to reach 1,000 more people following a successful 2023 fundraising campaign.

The Foundation has a staff of 31 employees, supported by volunteers and a dedicated Board of 10 Trustees.

The Foundation's core activity focuses on education, health, sports development and social inclusion, articulated under the banners of:

Grow – Inspiring Young Hearts and Minds

Thrive – Life changing opportunities, where they're needed most

Boost – A helping hand for adults of all ages

The Foundation has completed impactful project work across South West London from its location at the centre of the new stadium at Plough Lane. We deliver transformative initiatives to the local communities that we serve.

The AFC Wimbledon Foundation Strategic Plan sets out how we can work towards realising our vision and mission statements by focusing on our key aims over the next three years and building capacity in the organisation to meet these challenges.

Our Vision:

A community where no dream is off limits #clubtogether

Our Mission:

To help our community pursue their dreams by improving their skills, resilience, well-being and confidence

Our Values:

Warm and welcoming

Treat People Well

Work co-operatively

Never Give Up

Our Key Aims:

Develop safer and cohesive communities

Support the education of disadvantaged young people

Improve health, well-being and a sense of inclusion

Promote AFC Wimbledon and Plough Lane as a vibrant community hub



AFC WIMBLEDON FOUNDATION

AFC Wimbledon Foundation is committed to the safeguarding of its staff, volunteers and young people. Any job offers made are subject to satisfactory passing of assessment, training, references and Disclosure and Barring Service (DBS) checks.

The Foundation is fully committed to equality, diversity, inclusion and anti-discrimination. We work to address areas of under-representation and disadvantage in all aspects of our operations, activities and services. In practice, this means that we respect the needs of each and every individual regardless of their differences; and to this end we deliver our work in such a way so as to ensure that no one is excluded. AFC Wimbledon Foundation is a Disability Confident Committed employer.

