



# Chief Executive.

Milton Keynes Dons Sports and Education Trust  
**Recruitment Information Pack**



PRINCIPAL PARTNER  
OF MK DONS SET

# Welcome from the Board of Trustees.

We are excited to learn about your interest in joining our team and would like to share more about what makes our Charity special.

We are currently entering an exciting new era with the arrival of our new club owners and a dedicated Board of Trustees. Their vision and dedication to our mission will drive the Charity forward, bringing fresh perspectives and innovative approaches to our programs and services. This new chapter presents us with a unique opportunity to expand our reach and enhance our impact on the community. Additionally, Milton Keynes city is also entering an exciting new era, doubling in size by 2050 and placed at the centre of the government's recommitment to the Oxford/Cambridge growth corridor, Britain's Silicon Valley.

We are looking for a passionate, like-minded Charity-focused CEO who shares our commitment to making a difference. If you are driven by a desire to contribute to the community well-being and development of others, we would love to hear from you.

We invite you to explore this opportunity available at Milton Keynes Dons Football Club Sports and Education Trust and to consider becoming part of the next stage of our journey. Together, we can continue to build a brighter future for the City of Milton Keynes and the wider community.

We truly appreciate the time and effort you put into your application and wish you the very best of luck in the process.

Yours sincerely,

Milton Keynes Dons Football Club Sports and Education Trust Board of Trustees

Our Community  
is at the heart.



# About MK Dons Sports and Education Trust.

Milton Keynes Dons Football Club Sports and Education Trust is a vibrant matrix accredited charitable organisation committed to transforming lives through the power of sports and education.

Our mission is to empower young individuals by boosting their self-esteem, nurturing leadership skills, and igniting a passion for sports, no matter their starting point. We offer a diverse array of top-tier programs, meticulously designed to cater to the unique needs of each participant, ensuring they receive the best possible experience.

Milton Keynes Dons Football Club Sports and Education Trust has been a beacon of positive change since its establishment in 2009. Affiliated with the dynamic Milton Keynes Dons Football Club, our Trust was founded with a clear vision: to transform lives through the power of sports and education. Over the years, we've grown into a thriving organisation dedicated to empowering young individuals.

Our impact speaks for itself:

- Over **60,000** children, young people, and adults engaged across a wide range of sports and education programs.
- **300** young people (aged 16-18) leading **20** social action projects to drive positive change in their communities.
- **1,876** pupils from **32** schools improving their health through our 'Move and Learn' initiative.
- **21** teams supporting all disabilities, genders, and ability levels because sport should be for everyone!
- **51** people supported into employment and **68** gaining qualifications.
- Over **40** additional projects, from small-scale initiatives to large-scale employment programs, helping individuals reach their full potential.

We don't just deliver programs, we celebrate success! In 2017, we were proudly shortlisted for the Milton Keynes Business Achievement Award in the Charity of the Year category. And in 2024, we launched our very first Annual Awards Ceremony, honouring the incredible achievements of our participants across all our programs, a truly unforgettable night!

Becoming part of Milton Keynes Dons Football Club Sports and Education Trust offers an opportunity to join an inspiring journey, one where you can make a meaningful impact in the lives of young people, regardless of their gender, age, or background, while also enriching the broader community.

# Why should you apply?



As Chief Executive, you will be the driving force behind Milton Keynes Dons Football Club Sports and Education Trust, providing strategic leadership and operational excellence to ensure the organisation thrives whilst remaining dedicated to empowering individuals through sports and education.

Reporting to the Board of Trustees, you will set a bold vision, champion innovation, and forge powerful partnerships that elevate the Charity's impact.

Your leadership will be pivotal in shaping and delivering a refreshed strategic plan, ensuring financial sustainability, and leading an ambitious expansion of our programs. You will oversee the continued development of our award-winning community, education, and apprenticeship initiatives, ensuring they remain inclusive, impactful, and at the cutting edge of best practice.

This role is about more than management, it's about inspiring a movement. You will be the face of the Charity, engaging with stakeholders at the highest levels, from local government and national funding bodies to business leaders and grassroots organisations. You will also play a key role in supporting Milton Keynes Dons Football Club's community outreach, strengthening the relationship between the club and the people of Milton Keynes.



# About the Role.

## Planning Timescales:

- Ensure the Charity complies with all relevant legislation and regulatory requirements (FA, EFL Trust, Charity Commission, etc.)
- Develop and oversee the implementation of workforce education, training, and apprenticeship programs.
- Lead the design and delivery of an in-house Training & Education Team.
- Develop the Charity as the foremost Sports and Education Charity in Milton Keynes and surrounding areas.
- Define and implement operating policies to ensure effective program delivery.
- Lead the execution and monitoring of the Business Plan, setting targets and reviewing progress.

## Decision Making:

- Ensure the corporate governance of the Charity is effective and efficient.
- Manage day-to-day financial operations, budget preparation, and expenditure control.
- Identify financial risks and implement mitigation strategies.
- Make informed strategic decisions to enhance the Charity's impact and growth.

## Impact & Influence:

- Support Milton Keynes Dons Football Club in community development efforts.
- Develop and maintain relationships with partner agencies, institutional funders, and key stakeholders.
- Represent Milton Keynes Dons Football Club Sports and Education Trust publicly, including media engagements and public appearances.

## Skill Level:

- Provide leadership to professional staff, fostering a culture of motivation and excellence.
- Work closely with the Board and committees to define strategies and business development plans.
- Manage projects effectively to align with the Charity's strategic goals.

## Communication:

- Strong managerial and record-keeping skills.
- Excellent communication, presentation, and public speaking skills.
- Develop good working relationships with stakeholders and partners to enhance the Charity's impact.
- You must be able to work very closely with the Board of Trustees, the Group CEO and Senior Executives across MK Dons & Stadium MK Group.

# About the Role.

## Budget Management:

- Lead fundraising efforts, particularly in developing relationships with grant-makers and high-value supporters.
- Manage and oversee financial planning, ensuring alignment with organisational objectives.

## Lead & Develop:

- Ensure effective staff management and leadership, motivating and inspiring teams.
- Develop policies and initiatives to drive performance and operational excellence.
- Lead on specific projects and initiatives to further the mission of MK Dons Sports and Education Trust.

## Operating Parameters:

- Ensure all activities align with the strategic objectives of the organisation.
- Oversee safeguarding, equality, and diversity to maintain a safe and inclusive environment.
- Uphold compliance with all legal and ethical responsibilities within the Charity.
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# About you.

## Key Skills & Competencies

- Leadership & Strategic Vision with the ability to set and execute a bold strategic plan, inspire teams, and drive organisational growth.
- Financial & Business Acumen with experience managing budgets, securing funding, mitigating financial risks, and ensuring financial sustainability.
- Program Development & Delivery with expertise in designing and delivering impactful sports, education, and community programs.
- Stakeholder Engagement & Partnerships with strong relationship building skills with funders, businesses, government bodies, and community organisations.
- Governance & compliance with knowledge of corporate governance, Charity law, safeguarding, and regulatory requirements.
- Communication & public relations with excellent presentation, public speaking, and media engagement skills to represent MK Dons Sports and Education Trust effectively.
- Team leadership & development with the ability to manage, motivate, and develop a high-performing multi-disciplinary team.

## Personal Attributes

**Visionary & Innovative** – A forward-thinking leader who can spot new opportunities and drive growth.

**Passionate & Motivated** – A strong advocate for sport, education, and community development.

**Resilient & Adaptable** – Able to thrive in a fast-paced, ever-changing environment.

**Influential & Collaborative** – A natural relationship-builder, comfortable engaging with stakeholders at all levels.

**Committed to Inclusion & Safeguarding**  
– Dedicated to ensuring equality, diversity, and safeguarding best practices across all programmes.

## Education & Qualifications

### Essential:




















- Degree-level (or equivalent) qualification in a relevant field (e.g., Sports Management, Business, Education, or Charity Management).

### Desirable:

- Management qualification (e.g., MBA, Leadership Certification).
- Relevant qualification in Sport, Education, or Leisure.
- Any relevant teaching or coaching qualifications



# Our Benefits.

 <p><b>2 Free Tickets</b> EFL League game only</p>	 <p><b>20% Discount</b> in Club shop. (not available online)</p>	 <p><b>20% discount</b> at Wing Kingz.</p>	 <p><b>Onsite gym</b></p>
 <p><b>25% discount</b> MK1 'branch' only</p>	<p><b>Early purchase and discount on concert tickets</b> (depending on promoter).</p>	 <p><b>Discounted hotel rooms</b> at on site Hotel</p>	 <p><b>50% Off</b> hotel restaurants &amp; bars if staying in house.</p>
 <p><b>Cycle to work scheme</b></p>	 <p><b>15% discount</b> on Fitness First membership</p>	 <p><b>10% discount</b> SET courses</p>	<p>CAVENDISH CLINIC</p> <p><b>20% discount</b> at Cavendish Clinic (T&amp;Cs apply)</p>
 <p><b>20% discount</b> Wagamamas</p>	<p><b>CAZ BAR</b></p> <p><b>50% discount</b> Caz Bar</p>	 <p><b>Discount</b> on Suzuki cars</p>	 <p><b>Hilton Go</b> (Hotel employees only)</p>
 <p><b>10% discount</b> at Mead Open Farm using code <b>MEADDONS10</b> (T&amp;Cs apply)</p>	 <p><b>15% discount</b> at Formula Fast using code <b>MKDONSSTAFF</b> (T&amp;Cs apply)</p>	 <p><b>20% discount</b> Papa Johns</p>	 <p><b>Discounts on TUI</b></p>
 <p><b>Free on site parking</b></p>		 <p><b>10% off</b> MK1 'branch' only</p>	

health assured Employee Assistance Programme

# How to Apply.

The recruitment process for this role is being managed on behalf of MK Dons Trust by Evans Coaching & Consultancy Limited.

To apply, please send your CV and a covering letter explaining why you feel you are the ideal candidate for this role (maximum 2 pages each) by email to Mike Evans at [mike@evanscandc.com](mailto:mike@evanscandc.com)

**The deadline for applications is 5pm on Friday 11th April 2025 at 5pm.**

First interviews will be held in person at Stadium MK between April 28th and 30th, and it is anticipated that a final interview stage will be conducted, also at Stadium MK, in early May.

If you would like to have a conversation about the role please email [mike@evanscandc.com](mailto:mike@evanscandc.com) in the first instance to make an appointment.





***SPORT & EDUCATION TRUST***