

Job Description

CEO – Milton Keynes Dons Football Club SET

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| Position: Chief Executive Officer | Department: Milton Keynes Dons Football Club Sports and Education Trust | Reporting to: SET Trustee Board via the Chair |
| Salary: £60,000 | Contract: Permanent | Hours per week: 37.5 (any 5 out of 7 days) |

Job purpose:

As Chief Executive, this role is the driving force behind Milton Keynes Dons Football Club Sports and Education Trust, providing strategic leadership and operational excellence to ensure the Charity thrives. Reporting to the Trustee Board, the position sets a bold vision, champions innovation, and forges powerful partnerships to elevate the organisation’s impact.

At a pivotal moment for both the Charity and Milton Keynes Dons Football Club, this role will lead the development of a new community strategy, working closely with the Board of Trustees, Club Executive Team, community staff, and key stakeholders to shape a vision that serves the city of Milton Keynes. Ensuring financial sustainability and delivering an ambitious expansion of programs will be critical, alongside overseeing award-winning community, education, and apprenticeship initiatives to maintain their inclusivity, impact, and alignment with best practices.

This role extends beyond management, it’s about inspiring a movement. As the face of the Charity, engagement with stakeholders at the highest levels is crucial, including local government, national funding bodies, business leaders, and grassroots organisations. Additionally, the Chief Executive will play a vital role in strengthening the relationship between Milton Keynes Dons Football Club and the local community, enhancing and growing the club’s official Charity during an exciting period of development.

Role Competencies:

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 a new 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.

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 Milton Keynes Dons Football Club 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.

Essential & Desirable Job Criteria:**Experience & Knowledge:**

- A clear understanding of the political, economic, social, technological, legal and environmental landscape influencing the education and sport for development sector (E).
- A clear understanding of the role of a professional sports organisation in driving positive change (E).
- An understanding of governance structures within high performing charities (E)
- Experience at national and regional levels in both education and sport (E).
- Extensive leadership experience managing a multi-disciplinary team (E).
- Proven ability to manage significant budgets (E).
- Project management experience (E).
- Experience in a professional football club setting (D).
- Experience in the leisure and customer service sectors (D).

Skills & Competencies:

- Strong managerial and record-keeping skills (E).
- Excellent communication, presentation, and public speaking skills (E).
- Advanced proficiency in Microsoft Office (E).
- Budget preparation and financial management expertise (E).
- Experience in statutory funding applications and grant management (E).
- Understanding of UK Charity law and governance issues (D).

Personal Attributes:

- Strong leadership and motivational skills (E).
- Effective team worker with excellent interpersonal skills (E).

- Self-motivated with the ability to manage workload effectively (E).
- Ability to lead on specific projects and initiatives (E).
- Ability to challenge people and organisation decisions with care and thought. (E)

Education & Qualifications:

- Degree-level (or equivalent) qualification (E).
- Management qualification (D).
- Relevant qualification in Sport or Leisure (D).

Other Requirements:

- Willing to work flexible hours, including match days and unsociable hours (E).
- Full driving licence and access to a car (E).
- Demonstrated commitment to equality, diversity, and inclusion (E).
- Strong interest in football development and community engagement (E).

Safeguarding - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post must be subject to an enhanced DBS check and yearly self-declarations.

Equality & Diversity – must be able to demonstrate that equality, diversity and inclusion will be maintained and developed across all programs and areas of the business.

Competency Total: 235

Level 6