

JOB DESCRIPTION

Post Title:	Chief Executive Officer	Organisation	World Boccia
Hours:	37hrs per week		
Location:	Flexible Approach to Location		
Responsible to:	President, World Boccia	Responsible For: (Staff)	<ul style="list-style-type: none"> • 1x Business Support Officer • Operations Consultant • Technical / Competitions Consultant

Job Purpose:

We are seeking to appoint an experienced, dynamic and proven senior leader to the position of Chief Executive Officer (CEO) of World Boccia (Boccia International Sports Federation - BISFed). This will be BISFed's first senior appointment of its type and as such the post will have a high profile, leading an International Sports Federation and member of the International Paralympic Committee .

The successful candidate will be a strategic leader responsible for delivering a global strategy for a sport at the vanguard of international Paralympic sport.

World Boccia is an established International Sport Federation whose vision is:

“Boccia: THE sport for everyone”

The five key objectives of World Boccia are:

- To promote, enhance and support Boccia as a sport for all people and to help promote its activities
- To govern the sport of Boccia internationally through, inter alia, a set of rules, a classification system and an international competition structure
- To promote Boccia amongst those who make decisions that directly affect the sport
- To promote and represent the interests of the members of the Federation, and on their behalf to undertake lobbying and similar activities
- To create a network of members, stakeholders and advisors which encourages contact and exchange of ideas and experience regarding the sport of Boccia.

The CEO post will provide the vision, leadership, core knowledge and skills to manage World Boccia as a highly respected, innovative and sustainable global organisation.

BISFed is a Private Company limited by guarantee under the United Kingdom's Companies Act 2006.

The main responsibilities of the CEO will be:

- To be accountable to the Board of World Boccia for the delivery of the vision and aspirations for the sport.
- To lead the delivery of the World Boccia strategy, achieving sustainable growth and continuous improvement of the sport.
- To be responsible for the development and maintenance of effective stakeholder and partner relationships, ensuring their commitment to the growth of the sport and vision of World Boccia.
- To grow sustainable financial investment into World Boccia, enabling the International Federation to thrive and thereby safeguard the future development of the sport.
- To represent World Boccia on matters of international significance, liaising with National Boccia Federations, National Paralympic Committees, the International Paralympic Committee and other international sport agencies, Host Organising Committees of the summer Paralympic Games and World Boccia-sanctioned competitions.
- To influence and advise on strategies, policies and programmes that support the growth and well-being of boccia.
- To act as a leading advocate for World Bocca, raising the profile of boccia and the contribution it makes to the health & well-being of participants, elite athletes and their support networks, and the communities they represent, the sport economy, the environment and the ambition of promoting boccia as a great, inclusive sport to play and enjoy.

Duties and Responsibilities - Job Specific

1.	Leading: Delivering the Strategy
1.1	Lead the delivery of World Boccia's Vision and Strategy (as agreed by the Board) and enhance World Boccia's credibility as a viable International Sports Federation.
1.2	Lead the interaction with and growth of World Boccia's Membership ; liaise with other relevant bodies, including the International Paralympic Committee, Host Organising Committees of boccia events.

1.3	Ensure effective and regular outward communication with World Boccia's Members and other stakeholders and listen and respond to Members' needs.
1.4	Support the work of the World Boccia Board and Committees ; ensure timely and clear communication to the Board on any significant issues or challenges (in consultation with the President.) Report formally to the Board on progress against Strategic goals.
1.5	Develop a marketing plan which uses the 'World Boccia' brand to increase opportunities for raising income through new commercial partnerships and sponsorship.
2	Leading: with Others
2.1	Build and maintain an effective working relationship with the President and Board of World Boccia.
2.2	Manage the work of World Boccia's core team (including paid employees and consultants, Committees and volunteers), ensuring efficient and effective use of their skills and time through a dynamic way of working and a culture of learning in line with the values of World Boccia.
2.2	Use a virtual leadership model built on trust and strong relationships within the core team and volunteers (including the work of Committees.)

3.	Leading for Results
3.1	Prepare an effective annual operational plan and budget to support the delivery of the Strategy.
3.2	Ensure that equality, inclusion and diversity are embedded into the practices policies and principles of World Boccia and its partners.
3.3	Prepare a succinct monthly report on progress against key strategic milestones with a detailed report provided to each Board meeting.
3.4	Manage all World Boccia's resources (human, financial and physical) effectively and efficiently to ensure the purpose of World Boccia is successfully achieved.
3.5	Work with the President and the Board to ensure that appropriate governance arrangements are in place to protect and support World Boccia, its Members and stakeholders.

3.6	Ensure that World Boccia is compliant with all regulatory requirements, including financial reporting and regulations, health and safety, safeguarding, equality and diversity.
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4.	Leading: Self
4.1	Make considered and clear decisions in a timely manner and whenever necessary in consultation with others, having considered the options and risks involved in the alternative courses of action.
4.2	Lead by example and with confidence, demonstrating authenticity, fairness and positive values
4.2	Provide clear direction , leading from the front and involving others. Motivate and empower others.
4.3	Listen actively and build trust and confidence with teams, partners and communities.
4.5	Communicate clearly , make a strong personal impression and be open to change. Able to react to audiences with skill and confidence.
4.6	Be prepared to ask for help and accept constructive feedback with a commitment to personal learning and development and monitors performance against agreed milestones. Adapts to change and embraces new ideas, innovation, challenge and welcomes regular feedback.

Review Date/Right to Vary

This job description is not intended to be an exhaustive list of duties. World Boccia reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence to respond to changes in the needs of the service.

Signed by: **Date:**
 Employee's Name and Signature

Approved by
President: **Date:**