



## Job Description for Chief Executive Officer

<b>Position:</b>	Chief Executive Officer
<b>Reports to:</b>	The Chair of Croquet England
<b>Remuneration:</b>	£60,000 per annum (pro rata if part-time). Reasonable expenses will be reimbursed.
<b>Type of contract:</b>	Permanent
<b>Hours of work:</b>	4 or 5 days a week. Flexibility will be required, as meetings often take place during evenings or weekends to accommodate volunteers.
<b>Location:</b>	Remote, with some travel to clubs, key sector events and a regular pattern at the Cheltenham office with the Croquet England staff.
<b>IT:</b>	The CEO is expected to use their own IT hardware, but will be provided with a Microsoft Office 365 account, and will be required to use this for email, online meetings and document sharing. Proficiency with Microsoft Word and Excel is expected.

### Job purpose

To play a pivotal role in shaping the future of croquet in England, working closely with the Chair of Trustees and leading a dedicated community of volunteers and staff, including:

- Driving strategic implementation across all areas of our work.
- Leading a culture change that embraces inclusivity, diversity, and modern governance practices.
- Championing croquet as a sport that can be played by all, at all ages and levels.
- Managing and supporting directors and committee chairs across key functions – including coaching, development, tournaments, laws and rules, international relations, communications, and IT.
- Overseeing operations at the Head Office in Cheltenham and supporting integration between the office team, the croquet shop, and the wider volunteer network.
- Full oversight of all the activities of Croquet England, including administrative, commercial, communication and sporting activities.

# Key responsibilities

## Leadership and management

- Providing operational direction for the implementation of and funding for Croquet England's overall strategy.
- Leading the Executive in the day-to-day management of Croquet England.
- Helping to embed the core values of Croquet England into all day-to-day activities. Challenging behaviour within the organisation that does not match those values.
- Chairing meetings of the Executive, assisting the Secretary to prepare the agenda and minutes.
- Chairing meetings of the Administration Committee.
- Attending meetings of the Board of Trustees to advise it on the formulation of policy and report on the Executive's implementation of it.
- Line management for Executive Directors.
- Line management of employed staff and overall responsibility for the Croquet England office and shop.
- Supervision of consultants.
- Recruitment and recommendation for appointment of members of the Executive.

## Governance

- In conjunction with the Secretary ensuring compliance with all relevant statutory legislation, including charity, employment, health and safety, GDPR, equality and safeguarding law.
- Ensuring that arrangements made by the Executive to co-ordinate the work of its committees are working adequately and keeping the Practice Book up to date.
- In conjunction with the Treasurer ensuring the financial stability of the organisation through oversight of financial activities, the adoption of sound financial management, and the regular review of performance against operating budgets.
- Ensuring robust risk management.
- Ensuring a crisis management plan is in place and kept up to date. Leading a crisis management team when required.
- Working with the National Safeguarding Officer to ensure the training and appointment of Club Welfare Officers, the provision of a central DBS clearance service, the reporting of any safeguarding concerns or incidents and the implementation of safer recruitment procedures.
- Working with the Secretary and the Board of Trustees to bring Croquet England into line with Sport England's Code of Sports Governance.

## Communication

- Ensuring that the actions of the Executive are communicated to the subscribers and affiliates of Croquet England.
- Identifying and ensuring engagement with internal and external stakeholders. Ensuring that matters raised by subscribers are dealt with; usually by referring them to the Chair of the relevant committee(s) and/or the Executive Director.

- Responding on behalf of Croquet England to planning applications when requested to do so by clubs or by Sport England (as a statutory consultee).

## **Person Specification**

### **Desired personal skills and qualities**

- At least 10 years of senior management experience, ideally in the charity or sports sector.
- A track record of strategic leadership, culture change, and team development.
- A strong understanding of how sport can enrich lives and communities.
- The ability to work effectively with a broad range of stakeholders – including volunteers, clubs, funders, and partner organisations.
- A flexible and pragmatic approach, with a commitment to equality, inclusion, safeguarding and good governance.
- An understanding of croquet, or willingness to learn about it.

## Further information

### Background to the Sport:

Croquet has been played in England since the mid-1800s, and is now played in at least 30 countries across the world. Closely mown grassed courts 35 yards long and 28 yards wide have six hoops and a centre peg, and individuals or doubles pairs compete to hit their own two balls with a mallet through the hoops before their opponent does.

There are two principal forms of the game.

In Golf Croquet, players play one shot per turn, and the four balls are played in strict rotation. Each hoop is contested in order, with the first ball to be hit through it scoring a point for that side. The winner is the first side to seven points.

Association Croquet is similar to snooker on grass. Both balls of a side must be hit through each hoop and then hit against the centre peg, and the winner is the first to do so. Turns can have more than one shot, enabling players to build breaks and score multiple hoops in a single term.

Croquet is a game of skill and strategy. It can be played as general recreation or competitively, at any level from club competitions to international championships. It is suitable for all ages, it involves a combination of mental and physical skills, and for those who don't take it too seriously, it is possible to socialise while you are playing. It is one of the few sports where men and women can play on an equal footing, with only a handful of gender restricted events, and anyone can play, whether disabled, young or retired.

More information can be found at [Play Croquet - Croquet England](#).

### Croquet England:

Croquet England is a Charitable Incorporated Organisation formed in 2023, regulated by the Charity Commission. From 2024, it took over the role of National Governing Body from its predecessor, the Croquet Association, which had governed the sport since 1896. It is responsible for promoting, regulating and co-ordinating all forms of the game in England.

Its objects, set out in the [Constitution](#), are the promotion of community participation in healthy recreation in particular by the provision of facilities for the playing of Croquet; and the advancement of the amateur sport of croquet for the public benefit by the provision of facilities for participation in the sport of Croquet.

A small team of 3 staff run the office and the shop, but most work is undertaken by volunteers working through a network of committees.

Croquet England has over 220 affiliated clubs with over 10,000 members, over 8,000 of whom are individual associates of Croquet England.

Its vision to have More People, playing More Croquet in More Places is supported by a new [strategy](#) for 2024 to 2029.

More information can be found at [About Us - Croquet England](#) and [Croquet England](#).