Dear Applicant,

The Amateur FA (“AFA”) is looking to appoint an Independent Member to join the main Board with responsibility for people.

The AFA is committed to making the game of football as safe and enjoyable as possible for all those included. The AFA works closely with The FA, the games governing body in order to ensure that all standards are met. The AFA is committed to robust corporate governance and ensuring our board of directors best represents our many clubs and members. We are committed to diversity of both skills and experiences and as such are now seeking to appoint 2 independent non executives to our main board of directors. These appointments are in line with the Sport England and UK Sport’s Code for Sports Governance, Tier 3.

The ideal candidates will possess a passion for sport, be able to demonstrate strong senior HR/people skills across organisational development & learning, talent management, culture, diversity and inclusion. It is expected that candidates will have senior business/organisational acumen, show a good understanding of governance and will be able to demonstrate the ability to work collegiately working in the best interests of the AFA and its clubs and members it represents.

The successful applicant will work closely with the chief executive of the AFA to ensure that the AFA acts at all times in keeping with the AFA’s national game strategy and standards in accordance with The FA.

The successful applicant will attend Board meetings (approximately every 6 weeks) and will provide information on progress against key areas of work, including risks and challenges. A role profile is provided below.

This role is a voluntary role, however reasonable travel and out of pocket expenses will be met by the AFA.

If you have the relevant experience and you feel that you can fulfil this role, please send a covering letter explaining why you are applying and how you meet the criteria by 16th October 2019. Please also provide an up to date CV. Details of where you should send your application can be found below.

We look forward to receiving your application.

Kind regards,

Tony Julien
Chair

Amateur FA

 **Independent Non Executive Director**

**Role Profile**

# Role purpose

* To support AFA senior leadership in its HR and people development practices demonstrating a committment to ensuring highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition as well as staff and trustee development.
* To ensure AFA fulfils its people commitments included in the AFA Strategic Plan
* To support AFA senior leadership in embedding culture, diversity and inclusion throughout the organisation
* To be an active Board member, providing strategic oversight whilst ensuring the people agenda is always included at meetings

# Key skills and experience Required (Essential)

* Experience at a senior level in either the commercial, voluntary or public sector
* Senior HR experience including strategic management experience, organisational change, talent management, employment law issues, culture, diversity & inclusion
* Sound independent judgement and the ability to think creatively
* Ability to build and maintain strong, transparent relationships with key stakeholders
* Ability to support, challenge and manage a relationship with other board members
* Experience of demonstrable and effective governance
* Communication skills

# Desirable

* Knowledge and understanding of grassroots sports or other voluntary activity
* Experience of being a member of committees or Boards

# Time commitment

* Board meetings are typically every 6 weeks with the occasional extra meetings
* Board member may be asked to join a sub committee

**Application process**

* Covering letter and CV to be sent to tony.julien@amateur-fa.com by 16th October 2019