



# Amateur FA

## Health & Wellbeing Director

### Application Pack

#### Contents

1. The Role
2. About the Amateur FA
3. Volunteering as a Board Director
4. Role Description
5. How to Apply
6. Selection Process

#### What can we offer?

- An exciting opportunity to be part of a forward- thinking progressive business
- To work with key stakeholders within the grassroots and professional game
- Access and commitment to personal development and training opportunities

#### 1. The Role

The Amateur FA is inviting applications for the position of Health & Wellbeing Director. We are looking for individuals with skills and experience in leading health & wellbeing strategies who have a passion for developing grassroots football in the adult game across Greater London.

This is a volunteer role in which you will be expected to attend Board meetings approximately six times per year, in addition to attending meetings of the Health & Wellbeing Working Group. You will collaborate with Board Directors and other stakeholders in the strategic development of the organisation.

#### 2. About the Amateur FA

The Amateur FA was founded in 1907. We are an Affiliated Association to the Football Association.

The vision of the Amateur FA is a football environment based on fun, fair-play and friendship for all abilities.

#### 3. Volunteering as a Board Director

The Health & Wellbeing Director will be responsible for promoting and championing health and wellbeing initiatives that will benefit the Board of Directors, staff and the football family across the Amateur FA.

The Board consists of Council appointed Directors, Independent Directors and the company Chief Executive who sits in an Ex-Officio capacity.

Board Meetings are usually held at the Amateur FA Headquarters in Old Street, London (and virtually on Teams); there are six per year plus quarterly sub-committee meetings.

For more information on our Board and staff members please visit [www.amateur-fa.com](http://www.amateur-fa.com)

## 4. Role Profile

<b>Role title</b>	Health & Wellbeing Director
<b>Reports to</b>	Chair of the Board of Directors

<b>Role purpose(s)</b>	
<ul style="list-style-type: none"> <li>To be an advocate for good health &amp; wellbeing, in and through football, on the Board of Directors.</li> <li>To promote and champion health &amp; wellbeing initiatives that will benefit Board, Members, Staff and the football family across the Amateur FA.</li> <li>To establish new relationships with non-traditional partners in the fields of health &amp; wellbeing.</li> <li>To identify, and source, additional funding from external agencies that will allow the delivery of health &amp; wellbeing programmes across the county.</li> </ul>	
<b>Direct reports</b>	None

<b>Location</b>	Amateur FA and occasional travel to alternative venues to attend meetings.
<b>Estimated time commitment to fulfil the role</b>	<p>The role requires a commitment to attend Board meetings throughout the year. Meetings are normally held on Monday at the Amateur FA office and normally last in the region of 1½ to 2 hours.</p> <p>The Health &amp; Wellbeing Director is also required to attend meetings of the Health &amp; Wellbeing Working Group, General Meetings and other ad hoc events held within the Alliance.</p>
<b>Remuneration or Expenses</b>	<p>This is a voluntary role which is not accompanied by any financial remuneration. Expenses will be paid in line with the current Expense Policy of Amateur FA.</p> <p>Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.</p>

<b>Responsibilities</b>
<p><b>Generic</b></p> <ul style="list-style-type: none"> <li>To serve as a Director of the Company and to actively participate in its strategic management.</li> <li>To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.</li> <li>To safeguard the assets of the business along with the interests of the Membership and stakeholders of the Association.</li> <li>Ongoing involvement in the planning and delivery of the Amateur FA Business Strategy and Operational Plan.</li> <li>To ensure the effective implementation of Board decisions by the Chief Executive and the staff, providing a supportive role in helping achieve the strategic aims and objectives of the business.</li> <li>To jointly oversee the management of risk to the Association.</li> <li>To develop and maintain an effective corporate governance structure.</li> <li>To monitor the financial affairs of the Association and ensure the effective use of Amateur FA finances.</li> <li>To promote equality of opportunity and a football for all ethos in a safe sporting environment.</li> <li>To represent the Association to partners and stakeholders of the Association in a professional manner.</li> <li>To act with discretion in respect of sensitive, confidential or commercial information provided to you in this role.</li> </ul> <p><b>Health &amp; Wellbeing</b></p> <ul style="list-style-type: none"> <li>Lead the creation of a health &amp; wellbeing strategy for the Amateur FA.</li> <li>To oversee and develop innovative solutions to improve the physical and mental health of those involved in football in the Amateur FA.</li> <li>To engage effectively with stakeholders including leagues, clubs and participants to support the delivery of health &amp; wellbeing initiatives.</li> <li>To identify, facilitate and develop relationships with non-traditional delivery partners.</li> </ul>

Person specification	
Qualifications	
<b>Essential</b> <ul style="list-style-type: none"> <li>No specific qualifications are essential to perform this role of Health &amp; Wellbeing Director</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Degree-level qualification in relation to health &amp; wellbeing</li> <li>Accredited mental health related qualification</li> </ul>
Skills	
<b>Essential</b> <ul style="list-style-type: none"> <li>Strategic leadership and management skills. The ability to develop and monitor organisational strategy</li> <li>Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation</li> <li>The ability to debate, discuss and challenge in a constructive manner</li> <li>Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Networking with Clinical Commissioning Groups</li> </ul>
Knowledge and experience	
<b>Essential</b> <ul style="list-style-type: none"> <li>Experience of leading health &amp; wellbeing strategies</li> <li>Experience of implementing workplace health &amp; wellbeing improvement initiatives</li> <li>Experience of partnership working to improve the health &amp; wellbeing of under-represented groups</li> <li>Experience of customer service improvement</li> <li>Experience of generating, analysing and implementing customer insight</li> <li>A sound understanding of the volunteer-professional relationship and how this can best work to support the work of the Association</li> <li>An understanding of, and a commitment to, equality in action</li> <li>Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations (Time to Change campaign)</li> </ul>
<b>Enhanced DBS Check required?</b>	No
<b>Clean, full driving licence?</b>	Yes

The job holder will be expected to understand and work in accordance with the values and behaviours described below.	
Amateur FA value	Behaviours
<b>WE DELIVER</b>	We do what we say we'll do
<b>WE ARE ALWAYS RESPECTFUL</b>	We treat everyone with respect
<b>WE ARE A TEAM</b>	We work together among us and with you

<b>Role Profile agreed by the Board of Amateur FA and signed on behalf of the Board by the Chair:</b>	<b>Robert Hanison</b>
<b>Date Role Profile agreed by the Board:</b>	<b>29/03/2023</b>

<b>Role Profile signed by role holder:</b>	
<b>Date signed:</b>	

## **5. How to Apply**

- Complete the application form via People HR <https://bit.ly/AFAHealthWellBeing>  
Please note, that no applications will be accepted after this time.
- We would be grateful if candidates could also complete and return the Equality and Diversity Monitoring Form attached. It is not compulsory to provide these details.

## **6. Selection Process**

- Shortlisted applicants will be contacted no later than **Friday 19<sup>th</sup> May**.
- Interviews will be held between **5<sup>th</sup> and 9<sup>th</sup> June**.
- If required, second interviews may be held in order to determine the most suitable candidate for the role.