



**ENGLAND
FOOTBALL**

JOB DESCRIPTION AND PERSON SPECIFICATION

INDEPENDENT NON-EXEC DIRECTOR FEMALES IN FOOTBALL

Connecting People. Changing Lives.

ROLE PROFILE

Job Title	Independent non-exec Director - Females in Football
Reports to	Accountable to the Chair of Directors at Berks & Bucks FA
Role Purpose	<ul style="list-style-type: none"> • To Champion the inclusion of Females in Football across the game • To carry out the duties of a director in accordance with the Companies Act 2006. • To play an active part and contribute to the strategic direction of the business. • To act as an ambassador for the Association. • To act in the best interests of children, young people and vulnerable adults across our decision making.
Direct Reports	N/A
Location	The post will work remotely at the discretion of the post holder. The post holder will be required to attend meetings and work from the office as and when agreed.
Estimated time commitment to fulfil the role	<p>The role requires a commitment to attend Board meetings (currently 6 meeting per year.) Meetings are normally held at the office or remotely as the situation allows and normally last 2 hours.</p> <p>The successful candidate is also required to attend General Meetings, FA Events and other ad hoc events held, as required, within the County. The initial term is 3 years, at which point, the incumbent will be invited to apply again for the position up to a maximum of 3 terms of 3 years.</p>
Remuneration or Expenses	<p>Reasonable Expenses will be paid for County FA related business, in line with the current Expenses Policy of Berks & Bucks 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>

RESPONSIBILITIES

- Work with the executive to set a strategic direction for increasing representation of female in roles across football.
- To check and challenge the work of the Association across the strategy, particularly, in relation to ensuring that activities and programmes are inclusive to females.
- To attend BBFA events as appropriate and to advocate the work of Berks & Bucks FA
- Serve as a Director of the Association and to contribute to setting the strategy of the Association.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- Set an example in the values and behaviours adopted, always acting in line with the Code of Conduct agreed by the Board.
- Monitor the delivery of the strategic plan and objectives of the Association.
- To actively contribute both at Board meetings and to the strategic support of the executive team.
- Act as an ambassador and represent the Association at internal and external meetings and functions.
- Perform other responsibilities as assigned by the Board.
- To attend FA workshops and training as and when required.
- To chair or attend, as required, any working groups that the board delegate you to appropriate to your role and available time commitment.

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- No specific qualifications are essential to perform this role

DESIRABLE

SKILLS & KNOWLEDGE

ESSENTIAL

- Extensive knowledge of the barriers to participation to females in football & business.
- A knowledge and experience of working with females within sport.
- Knowledge and understanding of the responsibilities of a Board Director.
- Effective use of digital communication including email and the internet.
- Excellent communications and presentation skills.
- Ability to contribute independently and deal with and manage conflict.
- Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance.
- An understanding of and commitment to equality, diversity and inclusion.

DESIRABLE

- Understanding of the FA's strategy for Women & Girls Football.
- Knowledge of key partnerships and stakeholders that help grow the Women and Girls game.
- An understanding of Safeguarding in Football.
- Risk management
- Customer experience and engagement.
- Knowledge of the County FA Governance Code.
- An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.
- Knowledge and understand of financial accounts, management accounts and budgeting.
- Knowledge and understanding of the Companies Act (2006).

ENHANCED DBS CHECK REQUIRED?

No

CHECK COMPANIES HOUSE DISQUALIFIED DIRECTORS REGISTER?

Yes

CLEAN, FULL DRIVING LICENCE?

Yes

The Role Holder will be expected to understand and work in accordance with the values and behaviours described below

CFA VALUE	BEHAVIOURS
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement:</p> <ul style="list-style-type: none"> Identifies the need for, and actions change in direction, practice, policy or procedure. Questions the way things are done and takes informed risks. Continuously seeks to improve efficiency and performance.
RESPECTFUL	<p>Sets the standards for respectful behaviour across the game:</p> <ul style="list-style-type: none"> Maintains people's self-esteem when interacting with them. Avoids pre-judgement when listening to suggestions from others. Seizes the opportunity to apply FA standards at all times.
INCLUSIVE	<p>Champions and ensures that football is, and will remain, a game for everyone:</p> <ul style="list-style-type: none"> Openly collaborates with colleagues and partners in the game Provides equal opportunity to people of different backgrounds, experience and perspective Seeks out and embraces new ways of thinking and working.
TRUSTED	<p>Tenacious and accountable. Serving the whole game and doing the right thing:</p> <ul style="list-style-type: none"> Works relentlessly to overcome road blocks or obstacles to achieve the goal. Remains focused on seeing agreed goals through to completion taking pride in their work. Maintains motivation for their team and themselves.
INSPIRED	<p>The very best outcome achieved by sustained excellence in performance.</p> <ul style="list-style-type: none"> Seeks to achieve the highest levels of performance at all times. Can be persistent to achieve a standard that others consider impossible. Challenges others to go further and achieve more.

ROLE PROFILE AGREED BY THE BOARD OF BERKS & BUCKS FA AND SIGNED ON BEHALF OF THE BOARD BY THE CEO:	Name	Signature
DATE ROLE PROFILE AGREED BY THE BOARD:		
ROLE PROFILE SIGNED BY ROLE HOLDER:	Name	Signature
DATE ROLE PROFILE SIGNED BY ROLE HOLDER:		

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.