**Creating a united grassroots environment which delivers football opportunity for all**

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**Introduction**

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| **Thank you for your interest in becoming part of our Board. Football is the most popular Sport in the UK and we’re delivering great experiences across Essex.**  Essex County FA is one of the largest County FA’s in the country for football participation with more than 4500 teams playing football in Essex. [*The Essex County FA 2018-2021: Moving Forward Strategy*](https://www.essexfa.com/about/strategy) outlines our strategic direction to create a united grassroots football environment which delivers football opportunity for all. Further detail related to the first year of the current strategy can be found in the organisation’s most recent [Annual Report (Season 2018/19)](https://www.essexfa.com/about/strategy).  One of those strategic objectives is to ensure our corporate governance structure is operating effectively and efficiently and we are seeking to recruit an Independent Non-Executive Director to support us in achieving that objective.  Whether you’re a life-long football enthusiast, player, a volunteer, a coach or a corporate professional looking to volunteer your expertise, we are committed to creating a Board of diverse skills, experience and backgrounds that can add value to the game.  We are running an open application process to attract and recruit the best person(s) for the role. In this pack, you will find details of the skills and experience we are looking for, our organisational values and the process for applying. If you have any questions, please contact [brendan.walshe@essexfa.com](mailto:brendan.walshe@essexfa.com), our CEO.  **A. M. Chaplin**  *ECFA Chair Person* |
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**Our Board Structure**

The Board operates with 7 Non-Executive Directors – 5 elected from the ECFA Council and 2 recruited independently to help and ensure the ECFA is effectively and efficiently run, with appropriate oversight and governance. The Chair of the IAG will also be Co-opted onto the Board as an important strategic advisor to ensure Equality and Inclusion is embedded at Director and Board level.

**Board Director Role Overview**

The ECFA Board is tasked with the following key roles:

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| **ECFA Board Role Overview** | Act as leaders to **Develop, Support and Govern** football across Essex to “create a united grassroots football environment which delivers football opportunity for all” |
| Monitor and evaluate the **ECFA’s 2018 – 2021: Moving Forward Strategy.** |
| Ensure that the **Financial and Human Resources** are in place for the ECFA to meet its objectives |
| Provide **Effective Controls** which enable risks to be understood, assessed and managed |
| Provide monitoring and evaluation of success through effective **Performance Management** |
| Ensure that its obligations to its **Association Members** and others are understood and met |

## Commitment

## Board members are expected to commit on average between 7 and 10 hours per month. This time includes attending the monthly Board Meetings as well as being asked to lead and / or sit on advisory working groups.

**Board Member Key Accountabilities**

All Directors will hold collective responsibility for ensuring the ECFA Board is efficient and effective. The following accountabilities apply to all Board Members.

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| **Board Accountabilities: All Board Members** |  | **All Board Members** |
| **Strategic** | * Serve as a Director of the Company and to actively participate in its strategic management. * Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation. * Safeguard the interests of the Membership and stakeholders of the Association. * Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives. * Constructively check, challenge, review and support the development of the ECFA’s strategy and performance against objectives |
| **Ambassador** | * Be a positive ambassador for Football in Essex, representing the ECFA * Act as a positive voice for the work of the ECFA * Seek to expand public awareness of the work of the ECFA |
| **Performance** | * Monitor, review and evaluate organisational performance against agreed objectives * Ensure efficient and effective corporate governance * Contribute to constructive debate on all Board matters. * Promote equality of opportunity throughout the Association. * Perform other responsibilities as assigned by the Board. |
| **Finance & Risk** | * Oversee the management of risk to the Association, including matters of Health and Safety. * Monitor the financial affairs of the Association to ensure the effective use of financial and other resources. * Ensure systems of risk management and controls are in place * Approve annual operating and capital expenditure budgets |
| **People** | * Ensure appropriate levels of resources to deliver the strategy * Use expertise, time and connections to support staff |
| **Football** | * Act in the best interests of Football in Essex * Continually seek to improve the football experience for all |

**UNITE - Our Shared Values, Behaviours and Skills**

Our Values are at the heart of the ECFA. Applicants who can demonstrate the positive behaviours, approaches and skills will be at an advantage.

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| **Behaviours & Skills Framework – All Board Roles** | **Values** | | **Behaviours / Approach** | **Skills** |
| **Understand**  We are supportive, empathetic and knowledgeable, using insight and data to drive decision making. | Supportive  Empathetic  Knowledgeable | * Sensitivity, openness and awareness of others * High levels of self-awareness, * Champions use of data and insight to drive decision making | * Able to assess and analyse complex information and identify potential problems * High ethical standards with sound judgement and ability to deal effectively with risk * Able to skilfully handle conflict through to resolution |
| **New Innovations**  We are pro-active and creative to improve existing formats of football and explore new ways of delivering football. | Inspiration  Creative  Commitment | * A pro-active, solution focused and positive mind-set * Demonstrates confidence, with the ability to gain respect and attention * Acts with the future in mind and embraces innovation | * Able to think independently and proactively to find solutions * Able to analyse the current situation and identify future trends * Able to identify new opportunities |
| **Integrity**  We are fair, honest, reliable and accountable and commit to “doing what we said we would do”. Ensuring equality and diversity to develop football for all and ensure all those who wish to be involved are supported & encouraged. | Trust  Honesty  Transparency  Ownership | * Interested and inquisitive mind-set * Resilient in times of challenge and change * Takes ownership, holding self and others accountable | * Capable of developing constructive relationships with key partners * Able to act as a spokesperson of the ECFA * Politically astute, well networked and able to engage stakeholders |
| **Teamwork**  We work collaboratively and inclusively with each other across all areas of the business and with our partners across the game to optimise all our opportunities. | Focus  Challenge  Collaborate  Learn  Share  Feedback | * Willingness to learn, challenge and change * Determination and drive to succeed | * Excellent listening skills, with the ability to appreciate differing perspectives and adapt to different situations * Ability to communicate ideas effectively both verbally and in writing * Able to act as a sounding board andcritical friend |
|  | **Excellence**  We aim to deliver high quality football services, seeking feedback and constantly reviewing our work, to develop our services based on the needs of our community and individual customers | Customer Service  Attention to Detail  Hard working  Strategic  High Performing | * Thinks critically with creativity and strategic awareness * Performs highly, consistently and efficiently in line with strategic aims of organisation | * Ability to take the wider, strategic view and enable focus * Able to check, challenge and champion the work of the ECFA * Strong commercial acumen with the ability to identify opportunities |

## Independent Non-Executive Director: Role Description

The Essex County Football Association (ECFA) wants to help more people play football in Essex. We are seeking an experienced individual with strategic thinking and leadership skills who can apply independent expertise to the ECFA Board.

**Role Overview**

The Independent Director will contribute to the ECFA Board, providing leadership and professional expertise that delivers against the key requirements:

* Act as leaders to help **develop, support and govern** the game of football across Essex
* Help to Monitor and evaluate the **ECFA’s 2018-2021: Moving Forward Strategy**
* Ensure that the **Financial and Human Resources** are in place for the ECFA to meet its objectives
* Provide **Effective Controls** which enable risks to be understood, assessed and managed
* Provide monitoring and evaluation of success through effective **Performance Management**
* Deliver obligations to its **Association Members**

The Independent Director will need to allocate sufficient time to meet the expectations of the role, which is estimated at c. 7-10 hours per calendar month. In addition to the Main Board, the Independent Board Member will be asked to lead and / or sit on advisory working groups. This is a voluntary role and reasonable expenses will be paid.

**Person Specification**

The Independent Director(s) will add value to the Board through expert professional knowledge, business leadership, corporate experience and perspective. To support its ambitions, the ECFA is keen to receive applications from candidates with expertise in the following fields:

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| * **Legal & Governance** * **Commercial & Sponsorship** | * **Finance** * **Safeguarding & HR People Development** |

Please note that individual role profiles for each area of expertise can be found here: <https://www.essexfa.com/news/2020/oct/08/independent-non-executive-director-vacancies>

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| **Expertise / Qualifications** | **Experience** |
| * Qualified & experienced professionals, with senior leadership expertise in their specialist field * An ability to understand financial accounts, management accounts and budgeting | * A depth of experience in specialist area * A breadth of expertise in organisational leadership * Access to and ability to use, email and the internet |
| **Knowledge** | **Skills** |
| * A thought leader within their subject matter area * The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation | * Able to translate professional expertise to the ECFA context and add value through perspective * Strategic leadership and management skills. The ability to develop and monitor organisational strategy * The ability to debate, discuss and challenge in a constructive manner |

**Independent Director Accountabilities**

Working in partnership with other Board members, the Independent Director will contribute to the effective and efficient Governance of the ECFA. As well as providing overall strategic input they will utilise their professional knowledge and expertise, advising the Board and Executive on best practice approaches within their specialist area.

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| **Strategic** | * Act as a strategic adviser to the Board and Executive on area of specialist expertise |
| **Ambassador** | * Seek out and utilise business connections to build partnerships to support delivery |
| **Performance Evaluator** | * Ensure best practice performance management is embedded in area of expertise |
| **Finance & Risk** | * Advise on Finance & Risk elements related to area of expertise |
| **People Leader** | * Add value to the Executive acting as a subject matter expert and mentor on area of expertise |
| **Football** | * Whilst an interest in Football and / or Sport is an advantage – previous experience working within sport is not a requirement |

## Application Process

## All we need from you at this stage is three documents:

## An application form of key information

## A copy of your CV

## A Diversity monitoring form

**APPLICATION FORM**

### Completing and returning the Application Form

Please complete the Application Form and return to **Brendan Walshe, CEO** by E-Mail at **info@essexfa.com**by **10am** on **Thursday *29th October***. Applications received after this time will only be considered in exceptional circumstances.

The decision to progress your application to the next stage of the selection process will be based only on the information you provide on this form.

An editable version of the application form can be found here; <https://www.essexfa.com/news/2020/oct/08/independent-non-executive-director-vacancies>

**Area of Expertise (please tick):**

Please note that individual role profiles for each area of expertise can be found here: <https://www.essexfa.com/news/2020/oct/08/independent-non-executive-director-vacancies>

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| Legal & GovernanceCommercial & SponsorshipFinanceSafeguarding & HR People Development |

**Personal details**

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| --- | --- | --- | --- |
| **First Name(s)** |  | | |
| **Last Name** |  | **Mr/Mrs or preferred title** |  |
| **Postal Address** |  | | |
| **Postcode** |  | | |
| **E-Mail address** |  | | |
| **What is your preferred contact method? (phone, E-Mail, text other)** |  | | |
| **What is the best number to contact you on?** |  | | |
| **What is the most convenient day and time to contact you?** |  | | |
| **Do you have an in-date FA DBS Check?** |  | | |

## *If you do not hold an in-date DBS Check, there may be a requirement (dependent on the role) for this to be completed before appointment.* Employment and Volunteering History

*Starting with your present or most recent job or voluntary position, please complete the table below.*

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| --- | --- | --- | --- | --- |
| **Start Date** | **End Date** | **Employer/ Organisation Name and Address** | **Job/Role Title** | **Brief Description of Duties** |
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## *Please insert additional rows in the table above if required* Education and Qualifications

*Please provide details of your education and qualifications achieved which are relevant to the role in the table below (please note that you may be asked to provide evidence of any qualifications achieved which are directly relevant to this role).*

*For GCSEs or equivalent, there is no need to include each subject on a separate line (see example below).*

|  |  |  |  |
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| **Dates** | **School/College/University/ Training Provider Name** | **Qualification and Subject** | **Grade Achieved** |
| *e.g. 1991* | *e.g. High School Name* | *e.g. 6 GCSEs including Maths and English* | *e.g. 4 x As and 2 x Bs* |
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*Please insert additional rows in the table above if required.*

**How do you meet the requirements of the role as outlined in the Role Description?** *Please outline your skills, knowledge and experience which are relevant to the role you are applying for, including examples from either paid or unpaid/voluntary work. You can format this as bullet points but please ensure that you directly reference the skills and knowledge outlined in the Role Description.*

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**How do you demonstrate the values of the Essex County FA?**

*The way we work at the Essex County FA**is built on the values outlined in the Role Description. Please provide examples of how you have demonstrated these values in your work or everyday life.*

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## Accessibility

*The Essex County FA are committed to ensuring that all applicants can access the application and selection process for this role. Please details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.*

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## References

*Any offer of a role will be subject to receipt of two satisfactory references. Please provide the details of two referees. Your first referee must be your current or most recent employer. Your second referee should be a different employer, representative of an organisation in which you volunteer or have volunteered or a representative of an educational establishment. Personal references should only be given where there is no previous employer, voluntary organisation or educational establishment to which reference can be made.*

|  |  |  |
| --- | --- | --- |
|  | **First Referee** | **Second Referee** |
| **Name** |  |  |
| **E-Mail Address** |  |  |
| **Telephone** |  |  |
| **Postal Address** |  |  |
| **Relationship to You** |  |  |
| **Permission to contact prior to appointment if offered a position? (yes/no)** |  |  |

## Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process.

I can confirm and declare that the information provided on the form, to the best of my knowledge is complete, accurate and not misleading.

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| **Signature** |  |
| **Date** |  |

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**Equality and Diversity Monitoring Form**

An editable version of the Equality & Diversity Monitoring form can be found here; <https://www.essexfa.com/news/2020/oct/08/independent-non-executive-director-vacancies>

Essex FA is committed to making Football accessible to all, ensuring that Equality and Diversity is at the forefront of its thinking when delivering a comprehensive service to Essex Football.

We hope you will help us by completing this form, but please be aware that completing the form is entirely voluntary and, if you chose not to complete it, this will not affect your application.

**Why do we want this information?**

* Asking you for this information makes Essex County FA workforce more representative. It supports us to ensure our programmes are inclusive and open to everyone; it helps us understand if people from certain backgrounds are not accessing or making the most of opportunities to be involved in football; and it helps us to make sure that we provide such opportunities in the future.
* Only people analysing this data will have access to it and, in line with diversity, monitoring, good practice and legislation, all the information is collated anonymously.

Information provided on this form does not form part of our decision-making process and will not affect your application for registration.

Although you are not required to fill in this form, we would like to encourage you to do so because receiving enough information will mean we can undertake robust analysis to ensure that our processes are fair, or to make changes to how we work.

There is an option to select ‘prefer not to say’ if you would rather not share the information about yourself. It is more helpful to us if you select the ‘prefer not to say’ option rather than not to complete or partly complete this form.

Please complete the form by selecting the appropriate option and return it to us.

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| **Gender** | Choose an item. |
| **Age** | Choose an item. |
| **Sexual Orientation** | Choose an item. |
| If other, please state: | |
| **Religion/Belief** | Choose an item. |
| If other, please state: | |
| **Ethnicity** | Choose an item. |
| If other, please state: | |

**Disability**

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ablity to carry out normal day to day activities. Substantial means more than minor or trival. Impairement covers, for example, long term medical conditions such as asthma and diabetes, and flucuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down’s syndrome). Some people including those with cancer multiple sclerosis and HIV/AIDS and automatically protected as disabled people by the Act.

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| **Do you consider that you meet this definition?** | Choose an item. |

If yes, please state: Choose an item.

If other, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Please state where you heard about the vacancy:** |  |