# Creating a united grassroots environment which delivers football opportunity For All



Introduction

Thank you for your interest in becoming part of our Board and the Chair of our Football Association. 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 5200 teams playing football in Essex. [*The Essex County FA 2024: Moving Forward Strategy*](https://www.essexfa.com/about/strategy)outlines our strategic direction over the coming years in *“Creating a united grassroots football environment which delivers football opportunity For All*”. Further detail of progress can be found in the organisation’s most recent Annual Report (Season 2021/22).

One of those strategic objectives is to ensure our corporate governance structure is operating effectively and efficiently and we are seeking to recruit a Chairperson via an open application process. This individual will become a member of the ECFA Board. The successful person will have significant knowledge and experience of operating at a strategic level in either the Public, Private or Charity Sector and equally bring a breadth and depth of knowledge or experience in leadership matters.

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 group 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 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 our Chief Executive, Brendan Walshe on brendan.walshe@essexfa.com. Completed applications should be submitted to recruitment@essexfa.com ahead of the deadline of 11.59pm on Friday 1st March 2024.

***On Behalf of the Essex County FA Board***

Our Existing Board Structure

The Board currently operates with up to 9 Non-Executive Directors – 4 appointed from the ECFA Council (this will reduce to 3 in 2024) and up to 5 appointed as Independent non-Executive Directors (this will increase to 6 in 2024). This diagram below highlights the existing Board composition:

Board Director Role Overview

The ECFA Board is tasked with the following key roles:

|  |  |
| --- | --- |
| **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 2024: 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

The Chair will need to allocate sufficient time to meet the expectations of the role, which is estimated on average to be 10+ hours per calendar month. In addition to the Main Board, the Chair will be asked to lead and / or sit on advisory working groups, as well as wider Essex County FA business activities. This is a voluntary role and reasonable expenses will be paid.

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.

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| Behaviours & Skills Framework – All Board Roles | Values | Behaviours / Approach | Skills |
| UnderstandWe 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 InnovationsWe 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
 |
| IntegrityWe are fair, honest, reliable and accountable andcommit to “doing what we said we would do”.Ensuring equality and diversity to develop football for all and ensure all thosewho 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
 |
| TeamworkWe 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 and critical friend
 |
|  | ExcellenceWe 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 DetailHard 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 |

Board Chair 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 as the Chair.

Role Overview and Purpose

The Chair will be responsible for the leadership of the Board of Directors and be accountable to the Membership of Essex County Football Association. He or she will be responsible for overseeing the affairs of the Association and for ensuring that the Board meets its obligations and responsibilities to the Association. The Chair will hold the Board to account for the performance of the Association providing inclusive leadership to the Board of Directors, ensuring that each Director fulfils their duties and responsibilities for the effective governance of the Association. The Chair will act as an ambassador for the Association.

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

* Acting as leaders to help develop, support and govern the game of football across Essex
* Helping to Monitor and evaluate the Essex County FA’s Moving Forward Strategy
* Ensuring that the Financial and Human Resources are in place for the ECFA to meet its objectives
* Providing Effective Controls which enable risks to be understood, assessed and managed
* Providing monitoring and evaluation of success through effective Performance Management
* Delivering obligations to its Association Members

The Chair of the Board will also be responsible for chairing meetings of the ECFA Council, which currently take place four times a season to ensure that Council members receive accurate, timely and clear information regarding the activities of the Board.

Person Specification

The Chair of the Board will add value to the group through corporate experiences, business leadership, perspective, expert professional knowledge. To support its ambitions, the ECFA is keen to receive applications from candidates who meet the following person specification:

|  |
| --- |
| **Person Specification** |
| **Qualifications** |
| Essential* No specific qualifications are essential to perform this role of Chair.
 | Desirable |
| **Skills** |
| Essential* Excellent meeting chairing skills including the ability to generate a productive group discussion ensuring that all voices and points of view are heard and given due consideration.
* Strategic leadership and management skills.
* The ability to facilitate a positive Board culture, and in particular the relationship between the Board and the executive workforce.
* Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation.
* Excellent interpersonal skills including rapport-building, active-listening and incisive questioning.
* Recruitment and selection skills.
* The ability to form productive relationships both internally and externally and strategic partnerships for the benefit of the Association.
 | Desirable* Performance management and conducting appraisals (in relation to the management of CEO).
* Business coaching and mentoring.
* Working with Board skills audits.
 |
| **Knowledge** |
| Essential* Knowledge and understanding of the responsibilities of a Board Director.
* Knowledge and understanding of the Companies Act (2006).
* Thorough knowledge and understanding of the Safeguarding Requirements for the Association.
* Thorough knowledge of the Articles of Association and their application.
* Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance.
* Knowledge of the County FA Governance Code.
* Understanding of how to apply Principles of inclusive practice.
* Knowledge and understand of financial accounts, management accounts and budgeting.
* An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.
* A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the Association.
* An understanding of and commitment to equality, diversity and inclusion.
* Effective use of digital communication including email and the internet.
 | Desirable* Knowledge of other key areas of legislation including Health and Safety, Employment, GDPR, Bribery and anti-corruption, whistleblowing and Taxation.
* Risk management.
* Customer experience and engagement.
* Succession planning.
 |

Independent Director Accountabilities

Working in partnership with other Board members, the Chair 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.

|  |  |
| --- | --- |
| Strategic | * Act as a strategic adviser to the Board and Executive
 |
| Ambassador | * Seek out and utilise business connections to build partnerships to support delivery
 |
| Performance Evaluator | * Ensure best practice performance management is embedded
 |
| Finance & Risk | * Advise on Finance & Risk elements
 |
| People Leader | * Add value to the Executive acting as a subject matter expert and mentor
 |
| 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 things:

* An application form of key information
* A copy of your CV
* A Diversity monitoring form

Shortlisting

* Candidates

will be contacted in March. Shortlisting and interviewing will take place in March.

Application

* Complete the

application

form.

* Complete the diversity form.
* Send to Essex County FA by deadline of 11:59pm on Friday 1st March 2024

Induction

* Induction

training will be provided ahead of the role start date estimated to be the beginning of the 2024/25 season.

Selection

* Final selections and notifications will be sent in April.

Please note that, in line with good Governance practice, we may ask for references, further information & declarations at this stage

# APPLICATION FORM

Completing and returning the Application Form

Please complete the Application Form and return by E-Mail at recruitment@essexfa.com by **11:59pm**on **Friday 1st March 2024**.

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

## Position applied for:

**Personal details**

|  |  |
| --- | --- |
| **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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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).*

|  |  |  |  |
| --- | --- | --- | --- |
| **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.*

## 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.*

# 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.*

# 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.

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

**Equality and Diversity Monitoring Form**

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.

|  |  |
| --- | --- |
| **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.

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

If yes, please state: Choose an item.

If other, please state:

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