



## Role Profile

<b>Role Title</b>	Non-Executive Director
<b>Reports to</b>	Chair of the Board of Directors

<b>Role Purpose</b>	
<p>The Non-Executive Director will form part of the Association’s Board of Directors. The Board are committed to the long-term interests of the Association and meet bi-monthly to oversee and direct business operations, set policies, approve business decisions, evaluate executive performances, and fulfil fiduciary responsibilities. The Board’s responsibilities include advising on strategic plans, participating in evaluations, and monitoring the Association’s financial affairs.</p>	
<b>Direct Reports</b>	None, but the post holder will be responsible for working alongside the Chair, Board Members and CEO.

<b>Location</b>	The Jersey Football Association, Springfield Stadium, Janvrin Road, St Helier, Jersey, JE2 4LF
<b>Estimated time commitment to fulfil the role</b>	<p>The post requires the following commitments in addition to those required to perform the functions of the role:</p> <ul style="list-style-type: none"> <li>Attendance at bi-monthly Jersey FA Board meetings (or when additional meetings are required).</li> </ul> <p>Role requires flexibility of time allowance due to the nature of ongoing work and various National and Regional programmes that could require attention during the season.</p>
<b>Remuneration or expenses</b>	<p>This is a voluntary position.</p> <p>Expenses will be paid in line with the current expense policy of the Jersey FA.</p> <p>Accommodation and travel for FA events, where the FA has agreed to reimburse County FA expenses, will be paid in line with the current Jersey FA Expense Policy issued by the FA.</p>

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>To serve as a Non-Executive Director of the Association and to actively participate in its strategic management.</li> <li>To execute and formally comply with the responsibilities of Company Directors in accordance with the Companies (Jersey) Law 1991 and other relevant legislation.</li> <li>To act as representative of the Board on a relevant sub-committee.</li> <li>To safeguard the interests of the Membership and stakeholders of the Association.</li> <li>To fully participate in Board induction, training or development and performance monitoring.</li> <li>To work with the CEO and, where appropriate, relevant Board Committees, to ensure timely, accurate information for presentation and approval by the Board of Directors.</li> <li>To approve audit reports, budgets, and business decisions.</li> <li>To contribute to the development of policies and strategic plans.</li> <li>To ensure the Association complies with legal requirements.</li> <li>To set an example in the values and behaviours adopted, acting in line with the Code of Conduct agreed by the Board.</li> <li>To serve as an ex officio member of any relevant committees.</li> <li>To perform other responsibilities as assigned by the Board.</li> </ul>	



**FOR ALL**



**Person Specification**

**Qualifications**

<p>Essential</p> <ul style="list-style-type: none"><li>• An understanding of and ability to manage external and internal risks in business.</li><li>• Strategic management and leadership skills.</li><li>• Problem solving and 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 including rapport-building, active-listening and incisive questioning.</li><li>• The ability to form productive relationships, both internally and externally, as well as strategic partnerships for the benefit of the Association.</li><li>• Excellent IT skills including the ability to use current financial software applications.</li></ul>	<p>Desirable</p> <ul style="list-style-type: none"><li>• A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association.</li><li>• Knowledge and understanding of the Safeguarding requirements for the Association.</li><li>• Knowledge of the JFA Articles of Association and their application.</li><li>• Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance.</li><li>• Knowledge of the Jersey FA's Code of Governance.</li><li>• Previous Board experience.</li></ul>
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**Skills & Knowledge**

<p>Essential</p> <ul style="list-style-type: none"><li>• A thorough working knowledge of the main business functions (marketing / H.R).</li><li>• Thorough knowledge of the Companies (Jersey) Law 1991.</li><li>• An understanding of and commitment to equality, diversity, and inclusion.</li></ul>	<p>Desirable</p> <ul style="list-style-type: none"><li>• Knowledge and understanding of grassroots football and related activities.</li><li>• Knowledge of relevant legislation including employment, bribery and anti-corruption, modern slavery and whistleblowing.</li><li>• An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.</li></ul>
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<b>Enhanced CRC Check Required</b>	YES
<b>Check Companies House Disqualified Directors Register?</b>	YES
<b>Clean Full Driving Licence</b>	YES
<b>The job holder will be expected to understand and work in accordance with the values and behaviours described below</b>	
<b>FA Value</b>	<b>Behaviours</b>
PROGRESSIVE	<b>Embraces new thinking in pursuit of continuous improvement</b> <ul style="list-style-type: none"> <li>Identifies the need for, and actions change in direction, practice, policy or procedure</li> <li>Questions the way things are done and takes informed risks</li> <li>Continuously seeks to improve efficiency and performance</li> </ul>
RESPECTFUL	<b>Sets the standards for respectful behaviour across the game</b> <ul style="list-style-type: none"> <li>Maintains people's self-esteem when interacting with them</li> <li>Avoids pre-judgement when listening to suggestions from others</li> <li>Seizes the opportunity to apply FA standards at all times</li> </ul>
INCLUSIVE	<b>Champions and ensures that football is, and will remain, a game for everyone</b> <ul style="list-style-type: none"> <li>Openly collaborates with colleagues and partners in the game</li> <li>Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>Seeks out and embraces new ways of thinking and working</li> </ul>
DETERMINED	<b>Tenacious and accountable. Serving the whole game and doing the right thing</b> <ul style="list-style-type: none"> <li>Works relentlessly to overcome roadblocks or obstacles to achieve the goal</li> <li>Remains focused on seeing agreed goals through to completion taking pride in their work</li> <li>Maintains motivation for their team and themselves</li> </ul>
EXCELLENT	<b>The very best outcome achieved by sustained excellence in performance</b> <ul style="list-style-type: none"> <li>Seeks to achieve the highest levels of performance at all times</li> <li>Can be persistent to achieve a standard that others consider impossible</li> <li>Challenges others to go further and achieve more</li> </ul>

<b>Created by:</b>	David Kennedy
<b>Date Role Profile Created:</b>	July 2021
<b>Signed by Role Holder:</b>	

*The Jersey FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided. The applicant will also be required to undertake the relevant safeguarding training required for the role of NED.*

*Jersey FA Ltd is an equal opportunities employer and would actively encourage people from diverse backgrounds to apply.*