

INDEPENDENT NON-EXECUTIVE DIRECTOR (LEGAL & COMPLIANCE) RECRUITMENT PACK



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IN THIS PACK...

1 WHO ARE MANCHESTER FA?

2 INTRODUCTION FROM CEO

3 ROLE DESCRIPTION

4 APPLICATION PROCESS

5 INDIVIDUAL ROLE PROFILE

6 PERSON SPECIFICATION

If you need any additional information or have any questions about this role you can contact **COLIN BRIDGFORD** on **COLIN.BRIDGFORD@MANCHESTERFA.COM**



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WHO ARE MANCHESTER FA?

We are the home of grassroots football in Greater Manchester and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the home of grassroots football across Greater Manchester.

We are the guardian of the national game in Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our city which is steeped in football tradition and history across all levels of the game.

We are the governing body for association football and are based at the House of Sport at The Etihad Campus. We are responsible for the governance and development of football at all levels in the Greater Manchester area. We support and develop over 50,000 players within 3,500 teams that play in over 400 clubs within 28 sanctioned leagues. We also support thousands of volunteers, coaches and administrators and help develop and grow 650 Match Officials as they develop a career within the game.

**"FOR A BETTER
GRASSROOTS
GAME IN GREATER
MANCHESTER"**

AN INTRODUCTION FROM

OUR CEO, SENIOR SAFEGUARDING LEAD & COMPANY SECRETARY; COLIN BRIDGFORD

Dear Applicant

Manchester FA is looking to recruit a dynamic individual to strategically lead at Board level in relation to Legal and Compliance. The appointed person will assist our Board of Directors to make informed decisions as to the direction, support and investment required to grow and develop the grassroots game across Greater Manchester. We are therefore looking for an individual who has a credible knowledge, experience and understanding of legal and business compliance together with a valuable understanding of good corporate governance within sport. The role will also assist myself with compliance of The FA's Governance Code.

As a Board Director at Manchester FA, you will provide expertise and guidance to the Board and to the Executive Team. This role also has the responsibility of Chairing our Regulations Strategy Group which is responsible for all regulatory compliance including football and business of Manchester FA. The purpose as a Board is to provide the strategic direction to the executive to deliver and execute our strategic business plan, enhancing and growing the opportunities to develop the game across Greater Manchester.

Our Board of Directors are the ultimate decision-making body and accordingly exercise all the powers of the association. We have a unique blend of expertise that helps Manchester FA be a leading County FA for governance and for football participation. We are proud of our tradition but have always sought ways of enhancing our positive impact on the game locally. The successful applicant will join our current Board of Directors, which include:

- Jane Crombleholme – Independent Chair of the Board
- Elliot Ward – Senior Non-Executive Director – Communications and Marketing
- Colin Bridgford – CEO, Senior Safeguarding Lead, Company Secretary, FA Representative in FA Council
- Will Blandamer – Independent Non-Executive Director – Safeguarding Board Champion
- Chris Armstrong – Independent Non-Executive Director - Health and Wellbeing
- Rebecca Britain – Independent Non-Executive Director – Professional Game Lead
- Karen Bardsley – Independent Non-Executive Director – Women and Girls
- Anika Leslie-Walker – Independent Non-Executive Director – Equality, Diversity and Inclusion
- Dan Jones – Independent Non-Executive Director – Finance and Risk

To join our Board of Directors you must be able to demonstrate our three core business values of; passionate, inspiring and professional. We have put together a pack which includes the following:

- **The requirements of a Board Director and our commitment to Safeguarding**
- **Board Role Profile**
- **The Application Form and Process**



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The role involves compliance with the Articles and Association of Manchester County FA, together with Legal Compliance of the Companies Act 2006.

We are seeking a Board Director that will lead on Legal and Compliance but will also provide executive directorship in other key areas of the Business, such as Corporate Governance and all regulatory football compliance. We are looking for a person that will lead by example and add value through their knowledge and behaviours. The role will require flexibility to attend Board Meetings, these take place quarterly in an evening.

Date of Board Meetings

During normal business calendar years there will be a Board meeting each Quarter, usually, October, January, April and July. There is also a Board Teams call that will take place in the intervening months of those listed above. Those Teams calls will be of an hour's duration and take place in an evening and are in place to provide effective support to our Executive and provide accountability for any open action points.

The dates for 2023/24 season include proposed as follows:

- Strategy Board Day – Face2Face – Wednesday 24th January 2024 – To be held in City Centre Manchester
- Friday – 26th April 2024 – To be held at Manchester FA – The House of Sport, Etihad Campus

Developing our New Business Strategy 2024-2028

Throughout January 2024 to May 2024 the Board and the Executive will be developing Manchester FA's Business and Football Strategy for 2024 (July) to 2028 (June) and meetings of the Board will take place to check, challenge and support each version of the draft, all the exact dates will be confirmed in January 2024.

- Week commencing 12th February 2024
- Week commencing 11th March 2024
- Week commencing 8th April 2024

However, the organisation accepts that flexibility is required for those Directors attending and although attendance in person is a strong advantage, we will not discriminate or discourage those that would have to (on occasions) attend via Teams, Zoom, WebEx or via a Conference Call

As an 'Independent Non-Executive Director' it is crucial that you integrate well with our team and executive providing the support to enable Manchester FA to continue to strive to provide effective governance and development of the game here in Greater Manchester.



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Safeguarding is at the Heart of What we do!

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. Ensuring that all our officers and volunteers involved in Manchester FA and to be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or the FA. A Criminal Records Check (DBS check) will be completed and character references requested before official appointment.

The applicant must be able to demonstrate a clear commitment and understanding of our business priorities, our vision and mission and how they relate to the challenges that face grassroots football. In your application you must display a clear understanding of the importance of Safeguarding within football and you must be equally committed to collaborative partnership working and demonstrate an holistic approach to 'Equality, Diversity and Inclusion'.

What can we offer?

An exciting opportunity to be part of a forward thinking, progressive and award-winning County FA.
An opportunity to make a difference to a highly talented and progressive and high performing team and board.
The chance to work with key strategic stakeholders within both the grassroots and the professional game.
An opportunity to be part of a not-for-profit organisation that delivers excellence in Grassroots football for it's thousands of player, coaches and volunteers.

How do I apply?

If you are interested and would like to be considered, please complete the application form and return it by email on or before 12 noon on Friday 12th January 2024

- 1) Review the role description provided with this application pack and ensure you have both the resource and skill set available to conduct the role.
- 2) Complete the application form and ensure that the application form is returned no later than 12 noon on Friday 12th January 2024.
- 3) Return the valid documents to Colin Bridgford (CEO), colin.bridgford@manchesterfa.com

Any applications which are either not valid at the deadline or received following the deadline will not be accepted.

For Further Information:

Should you wish to find out more about the role and the opportunity then please contact Colin Bridgford on 07403 731 813 or Jane Crombleholme on 07500784925

How to apply:

Applications will be accepted upon the completion of the application form contained in this member information pack. It is essential that applicants clearly demonstrate why they wish to be involved in the working group, explaining how their experience and technical skills will assist them.

The interview process:

Our nominations committee led by our Senior Non-Executive Director; Elliot Ward will select a panel of Board members to interview those candidates that are shortlisted. Contact will be made by Colin Bridgford, CEO to advise you of the outcome of your application and if shortlisted to arrange a suitable date and time for interview. We will be flexible to meet the needs of those shortlisted to arrange the most mutually appropriate and convenient date and time for interview.



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ROLE DESCRIPTION

INDEPENDENT CHAIR NON-EXECUTIVE DIRECTOR (LEGAL & COMPLIANCE)

What is the role?

The Independent Non-Executive Director for Legal and Compliance will act as an ambassador for Manchester Football Association and act as a custodian of the highest standards of integrity and governance. The Director will bring recent and relevant Legal and Compliance experience. They will work closely with the wider Board, ensuring that they are informed through relevant and timely information. They will be required to form a strong relationship with the CEO, providing support and acting as a sounding board on all business legal and compliance matters.

Role Purpose

- To provide Senior Leadership ensuring an effective legal function covering legal policies and identifying when additional independent legal advice is required.
- To ensure that legal and policy advice is obtained in a manner which is robust, proportionate, and manages risk appropriately.
- To protect assets by tracking applicable laws and regulations that affect all reporting at Manchester FA, including; FA Regulations, Financial Regulations, Insurance, Health and Safety and GDPR.
- To support the CEO and executive in establishing compliance standards and design improvements to internal controls.
- To support the CEO in minimising legal risks by understanding current and proposed legislation, enforcing regulations, recommending new procedures and complying with legal requirements.
- To work alongside the CEO and Executive to develop strong Corporate Governance ensuring compliance with The FA's Code of Governance Standard.
- To Chair Manchester FA's Regulations Strategy Group (RSG).
- To be an advocate for good health and wellbeing throughout our team and at Board level also
- To help develop new relationships and enhance our current relationships with key public and private sector organisations across Greater Manchester.
- To be an active board member, providing strategic oversight and to constructively challenge and review the Manchester FA strategic plan.

Location

- Our offices are based at The Etihad Campus in Manchester. Our Board Meetings take place across Greater Manchester.

Estimated Time Commitment to fulfil the role

- This role requires a commitment to attend four Board meetings a year. Meetings are normally held on the third Friday of each month of July, October, January and April and normally last in the region of 2 hours. The role will also support the Executive Team providing support as the Chair of the Regulations Strategy Group.

Remuneration or Expenses

- This is a voluntary role. However, relevant expenses will be paid in line with the current Manchester FA and FA Expense Policy.



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APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form found [HERE](#). In addition, your application should be accompanied by a covering letter and CV.

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact Paul.Roots@ManchesterFA.com who can arrange for any reasonable adjustment to be made for your application.

Panel will include: Members of the Manchester FA Nominations & Remuneration Working Group, Including CEO and also Independent Panel Members and an FA representative

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged for the afternoon Friday 19th January 2024

Interviews will take place Friday 19th January 2024.

Manchester FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy [HERE](#).

Manchester FA are committed to addressing individuals from underrepresented groups within the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

Safeguarding is at the Heart of What we do!

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. Ensuring that all our officers and volunteers involved in Manchester FA and to be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or The FA. A Disclosure and Barring Service (DBS) Check will be completed with employment and character references requested before employment is offered.

KEY DATES

**APPLICATION CLOSING DATE: FRIDAY 12 JANUARY
2024 - 12 (NOON)**

INDIVIDUAL ROLE PROFILE

INDEPENDENT NON-EXECUTIVE DIRECTOR (LEGAL & COMPLIANCE)

Manchester FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

Role Title
Reports To
Direct Reports

Independent Non-Executive Director (Legal and Compliance)
independent Chair of Board of Directors
N/A

Role Purpose

- To provide Senior Leadership ensuring an effective legal function covering legal policies and identifying when additional independent legal advice is required.
- To ensure that legal and policy advice is obtained in a manner which is robust, proportionate, and manages risk appropriately.
- To protect assets by tracking applicable laws and regulations that affect all reporting at Manchester FA, including; FA Regulations, Financial Regulations, Insurance, Health and Safety and GDPR.
- To support the CEO and executive in establishing compliance standards and design improvements to internal controls.
- To support the CEO in minimising legal risks by understanding current and proposed legislation, enforcing regulations, recommending new procedures and complying with legal requirements.
- To work alongside the CEO and Executive to develop strong Corporate Governance ensuring compliance with The FA's Code of Governance Standard.
- To Chair Manchester FA's Regulations Strategy Group (RSG).
- To be an advocate for good health and wellbeing throughout our team and at Board level also
- To help develop new relationships and enhance our current relationships with key public and private sector organisations across Greater Manchester.
- To be an active board member, providing strategic oversight and to constructively challenge and review the Manchester FA strategic plan.

RESPONSIBILITIES

What will you do?

- Serve as a Director of Manchester FA 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.
- Experience of implementing policies, protocols and guidance.
- An understanding of the statutory Articles of Association of Manchester FA.
- Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- Ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the Association's strategic aims and objectives.



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RESPONSIBILITIES

- Oversee the proposals to Board of both performance and amendments to policies and compliance
- Oversee the preparation of timely and detailed reports on the performance on a quarterly and annual basis.
- Provide support to, and act as a sounding board for the CEO and COO on legal and compliance matters.
- Ensure compliance with regulations, statutes and guidelines.
- Support the Association in its strategic decision-making.

QUALIFICATIONS & EXPERIENCE

- A qualified Solicitor or Barrister or equivalent formal legal qualification.
- Proven experience as a Solicitor or Compliance Director.
- In-depth knowledge of Legal and or Business Compliance.
- Awareness of current social and legal issues.
- Understanding or awareness of barriers for underrepresented groups.
- Significant practical experience of complex judicial reviews
- Demonstrable ability to apply reasoned judgement to complex and finely balanced decisions, so to advise or recommend action to the Board.
- Experience or knowledge of the Sports Code of Governance.
- Strategic leadership and management skills. The ability to develop and monitor organisational strategy
- Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation
- The ability to debate, discuss and challenge in a constructive manner
- Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association
- An ability to understand financial accounts, management accounts and budgeting.
- An Information Technology literate and competent individual.
- Diplomacy and the ability to deal with confidential information.
- Knowledge and understanding of Sports equity and equality



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PERSON SPECIFICATION

Essential (Required to fulfil the role)

Proven experience as a Solicitor or Barrister.
An excellent knowledge and experience of legal and compliance.
In-depth knowledge of business legal and compliance principles, laws and best practices.
An excellent knowledge and experience of business regulatory compliance.
An excellent knowledge of good governance and sports governance
Experience of implementing policies, protocols and guidance.
An understanding of the statutory Articles of Association.
Excellent IT skills and ability to interact remotely via Teams/Zoom.
Excellent communications and presentation skills.
Excellent interpersonal, communication and team working skills.
Ability to contribute independently and deal with and manage conflict.
Diplomacy and the ability to deal with confidential information.
Knowledge and understanding of Sports equity and equality.

Desirable (Beneficial, but can be learned in role)

Experience of Directorships on a Board.
A knowledge and or experience of working within sport.
A knowledge of key public and private sector stakeholders in Greater Manchester.
A knowledge of Grassroots football in Greater Manchester.
A knowledge of non-traditional organisations that support volunteers in the grassroots game.
An understanding of Safeguarding in Football.
A high level of understanding of MFA's Vision and Mission

Values

**PASSIONATE
INSPIRING
PROFESSIONAL**

APPLICATION FORM

INDEPENDENT NON-EXECUTIVE DIRECTOR (LEGAL & COMPLIANCE)

Please return this completed application form and completed equality monitoring form HERE to COLIN.BRIDGFORD@MANCHESTERFA.COM before 12JANUARY 2024 Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FAO Colin Bridgford. Chief Executive Officer & Senior Safeguarding Lead. House of Sport Manchester, Gate 13 Rowsley Street, Etihad Campus, M11 3FF

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Manchester FA is an Equal Opportunities Employer.

Title	<input type="text"/>
First Name(s)	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
FA Number (if known)	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Do you hold a full current UK driving licence?

YES ☐ NO ☐

Do you have access to your own personal transport?

YES ☐ NO ☐

Do you currently have an in-date FA DBS check?

YES ☐ NO ☐

Completion of a FA DBS check will be required before starting the role.

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974?
(You do not need to declare anything that is deemed 'spent')

YES ☐ NO ☐



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EDUCATION & TRAINING

Please provide details of your education, qualifications, and training that you have completed or are currently undertaking.

Dates	Place of Learning	Course or Qualification	Grade

EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities / Achievements

INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member.

Membership Body	Membership Type



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HOW I MEET THE REQUIREMENTS

INDEPENDENT NON-EXECUTIVE DIRECTOR (LEGAL & COMPLIANCE)

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Paul.Roots@ManchesterFA.com who can arrange for reasonable adjustments to be made for your application.

Please explain why you think you are well suited to meet the purpose of this Independent Non-Executive Director role?

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)

Please provide what you believe the key legal and compliance challenges and risks that are faced to small organisations, such as Manchester FA?



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In addition to Legal and Compliance, what other skill sets do you also have that will complement your knowledge on our Board of Directors and where listed, please indicate how you would self-score those skills. 1 – being some knowledge and understanding 2 – operational effective and efficient in this area 3 - Extensive knowledge understanding and competency.

How do I meet the values of Manchester FA?

Manchester FA's culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA's three core values?



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ADDITIONAL INFORMATION

Manchester FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Manchester FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to You		

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 this form, to the best of my knowledge is complete, accurate and not misleading.

SIGNATURE

DATE

The final date for consideration of applications is 12 (Noon) 12 January 2024
Either email: Colin.Bridgford@ManchesterFA.com

Or post and address as follows:
Strictly Private & Confidential
Colin Bridgford - CEO & Senior Safeguarding Lead
House of Sport Manchester
Gate 13 Rowsley Street
Etihad Campus
Manchester
M11 3FF



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