



THE
FDC
FOOTBALL DEVELOPMENT CENTRE

NORFOLK COUNTY FA

**WORKING TOGETHER TO SUPPORT
#NORFOLKFOOTBALL**

INDEPENDENT NON-EXECUTIVE DIRECTOR (HR & WELLBEING)

APPLY



EQUALITY & DIVERSITY FORM



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OUR ORGANISATION

Norfolk County FA is the not-for-profit, governing body of football in Norfolk. Founded in 1881, it governs, regulates and develops grassroots football across the County, sitting under the umbrella of The FA.

We oversee 12 leagues, 270 clubs and over 1,500 teams, with over 25,000 participants of all ages playing football each week. Thousands more people of all demographics are involved in the local game via coaching, refereeing, and volunteering.

We manage 11 County Cup Competitions each season, oversee match official recruitment and appointments, and operate 3 state-of-the-art football facilities known as our Football Development Centres (FDC's). Our flagship venue is The FDC in Norwich which boasts the newly developed Harrod Sport Arena as well as multiple small-sided 3G pitches, along with a fully licensed bar and café.

We pride ourselves in being one of the most forward-thinking County FA's in the Country:
[Norfolk Football – A strategy for everyone.](#)



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BEING A PART OF OUR TEAM

An exciting opportunity has arisen to join our Board.

The Norfolk County FA Board of Directors are responsible for managing the business affairs of the Association, determining the strategy, plans, policies, and financial investment required to achieve the aims of the Association.

Earlier this year we became one of the first County FA's to achieve the FA's Code of Governance for County Football Associations. In meeting the requirements of the code, we were able to demonstrate that we have the structures, functional operations, and decision-making processes in place to offer the best possible service to the game at a local level. The Code also includes provisions for our gender diversity, ethnic diversity, and youth representation.

We are also proud to have achieved the Preliminary Level of the Equality Standard for Sport.

As a Director of the Association, you will play a pivotal role in helping us achieve our strategic aims, driving the Association forward and we thank you for your interest in this role.



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THE ROLE

- To provide strategic guidance and leadership to Norfolk County FA
- To form a strong relationship with the CEO, providing support and acting as a sounding board on all relevant HR and Wellbeing matters
- To ensure Norfolk County FA fulfils its commitments included in the Norfolk County FA 21-24 "A strategy for everyone"
- To support the Norfolk County FA Senior Leadership Team in HR resourcing, training and development
- To promote and champion health and wellbeing initiatives that will benefit both the Board of Directors and staff, including supporting the Staff Wellbeing Group
- To assess risks and measure the impact of HR interventions in the light of changing legal requirements and best practice
- To provide oversight of the Association's long-term personnel and staffing requirements
- To ensure Norfolk County FA continues to achieve and retain the FA's Safeguarding 365 Operating Standard for CFAs



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KEY RESPONSIBILITIES

- Serve as a Director of Norfolk County FA and to actively participate in its strategic management
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006)
- Safeguard the assets of the business along with the interests of the membership and stakeholders of the Association
- Ensure the effective implementation of Board decisions by the CEO and staff, providing a supportive role in ensuring the effective management and delivery of the Association's strategic aims and objectives
- Support the Board and staff in all aspects of HR and Wellbeing, including the development of strategic HR and Wellbeing policies and providing relevant advice and guidance as required
- Jointly oversee the management of risk to the Association
- Act with discretion in respect of sensitive, confidential, or commercial information provided to you in the role
- Establish clear objectives to deliver the agree strategy and business plan and regularly review performance against those objectives
- Help to monitor the financial affairs of the Association and ensure the effective use of Norfolk County FA finances
- Represent the Association to partners and stakeholders of the Association in a professional manner
- Set challenging objectives for continuously improved performance
- Develop and maintain an effective corporate governance structure

LOCATION

Norfolk County FA, TheFDC, CloverHill Road, Norwich, NR5 9ED with the ability to remotely access meetings on occasions as agreed with the Chairman

ESTIMATED TIME TO COMMITMENT TO FULFUL THE ROLE

The post requires a commitment to attend regular Board meetings throughout the year, currently held every six week. Furthermore, the role may require attendance at other relevant committee meetings and to provide ad-hoc support and advice to the Board and the Staff Wellbeing Group

REMUNERATION

This is a voluntary role. Relevant expenses will be paid in line with the current Norfolk County FA Expenses Policy



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PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS / TRAINING

ESSENTIAL

- Educated to A Level or equivalent

DESIRABLE

- Relevant HR academic and/or professional qualifications for the skills and experience of the individual

SKILLS

ESSENTIAL

- Strong decision-making skills, combined with the knowledge and experience to make informed decisions to the benefit of the organisation
- Evidence of empathy, emotional intelligence, and self-awareness
- The ability to debate, discuss and challenge in a constructive manner
- Excellent interpersonal skills
- A strong commitment to promoting and embedding wellbeing best practices within an organisation
- Positive attitude and highly self-motivated with the ability to motivate others

DESIRABLE

- The ability to form strong, productive relationships both internally and externally to the benefit of the Association
- An understanding of financial accounts, management accounts and budgeting
- Good presentation skills



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KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Experience of working in a senior position in an HR environment
- Experience of performance management and HR/employment law issues
- Experience in implementing HR, health and wellbeing initiatives linked to company objectives

DESIRABLE

- Some knowledge of grassroots football and County Football Associations
- Experience of developing and implementing

ENHANCED DBS CHECK REQUIRED?
CHECK REQUIRED ON COMPANIES HOUSE
DISQUALIFIED DIRECTORS' REGISTER?
CLEAN, FULL DRIVING LICENCE?

- No
- Yes
- No



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NORFOLK FA DNA

The role holder will be expected to understand and act in accordance with the values and behaviours described below:

DNA

BEHAVIOURS

INCLUSIVE

'Having inclusion at the heart of the way that we work and operate'

- Openly collaborates with colleagues, individuals, and partners in the game
- Provides equal opportunity to people of different backgrounds, experience, and perspective

EMPATHETIC

'Demonstrating empathy with colleagues, individuals, and partners that we work with'

- Considers the impact that decisions and views may have on other people's feelings
- Demonstrates a caring and supportive approach to the thoughts and feelings of other staff members

INNOVATIVE

'Continuously looking at new ways and ideas to ensure Norfolk Football moves forward'

- Seeks out and embraces new ways of thinking and working
- Utilises the resources available to achieve the best possible outcome

PASSIONATE

'Demonstrating an enthusiasm and drive to serve Norfolk Football'

- Focused on seeing agreed goals through to completion, taking pride in their work
- Works relentlessly to overcome roadblocks or obstacles to achieve goals

TRANSPARENT

'Offering total visibility and demonstrating integrity within everything we do'

- Provides open communication internally and externally, where appropriate
- Demonstrates accountability for actions and behaviours



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FURTHER INFORMATION

If you would like any further information about this role, or to have an informal chat about the position, please contact our CEO Matt Carpenter:

Email: Matt.Carpenter@NorfolkFA.com

Phone: 07901 338006

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So, you want to make a difference to the support, health and wellbeing of our dedicated workforce? Well now's your chance!

Work with a great group of people in an exciting and fast paced environment that has the development of the beautiful game at its core.

Make a difference and play your part in changing lives through the power of grassroots sport.

Join us!

APPLY

EQUALITY & DIVERSITY FORM

Norfolk County Football Association embraces the diversity of Norfolk Football and promotes equal opportunities for all. We welcome applications from all candidates regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex and religion or belief.



Norfolk County Football Association Ltd
Registered Office: Norfolk County FA, theFDC, Clover Hill Road, Norwich, NR5 9ED
Incorporation No: 3830562 England
To find out more about how we hold personal data, please read our Privacy Policy.



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