**Recruitment Pack for Appointment of Northamptonshire FA Independent Chair of Inclusion Advisory Group**

Dear Applicant,

In December 2012, The FA Board approved English Football’s Inclusion and Anti-Discrimination Action Plan 2013-

1. This was an important moment as it was the first time that all parts of the game (The FA, Premier League, Football League, Professional Footballers Association, League Managers Association, Professional Game Match Officials Limited and the Referees Association) had come together with a comprehensive plan to promote inclusion and tackle discrimination in all its forms.

Fast forward six years and The FA announced a new three-year equality, diversity and inclusion plan called ‘In Pursuit of Progress’ in August 2018, as part of our commitment to ensure the diversity of those leading and governing football better reflects what we see on the pitch in the modern game today.

Over the last three years Northamptonshire FA has developed an Inclusion Advisory Group (IAG) to provide advice and guidance on all equality matters to the County FA and to provide strategic oversight of the delivery of its operations plan in a county-wide inclusive way which includes all sections of all communities. Our members are passionate individuals from a variety of backgrounds, experiences and perspectives to help guide and drive our work for everyone.

We are currently looking to recruit an Independent Chair who will lead the IAG to support our organisation. The successful person will have significant knowledge and experience of operating at a strategic level in either the Public or Private Sector and equally bring a breadth and depth of knowledge or experience in equality matters.

The post holder will also be an Independent Non-Executive Director of the Business and as such will be expected to execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation

You will need to be able to think strategically and have the capacity to guide the implementation of local inclusion provisions. You will need to be an advocate of the role of football within inclusion and anti-discrimination with a proven ability to work collaboratively and challenge constructively.

It is an exciting, but challenging opportunity with the incentive of shaping our County FA’s inclusion work and positively impacting the landscape of football at every level. This pack has been put together to give you an understanding of the role, within the context of our vision for a safe, inclusive and fun place for everyone who wishes to take part.

We hope that you want to be part of the future of grassroots football in the county. We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength. Applications from candidates with protected characteristics, particularly women, people from BAME communities and applicants with disabilities are welcomed.

The pack provides all the necessary information that you require to submit an application. Should you have any questions about the role, or require clarity on the recruitment pack, you can contact Christian Smith, CEO Northamptonshire FA at [christian.smith@northantsfa.com](mailto:christian.smith@northantsfa.com)

**Contents**

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### Inclusion Advisory Group Independent Chair Application

#### Voluntary/Expenses

We are looking for a dynamic, self-motivated and proactive individual who wants to make a positive contribution to the governance of grassroots football in Northamptonshire.

The Chair will use their experience to lead and steer the group to promote Inclusion and Diversity throughout the organisation, ensure the group is focused and provide advice and guidance in relation to the challenges that we face in local football.

The Inclusion Advisory Group reports directly to the Board on all issues relating to Inclusion, Equality and Diversity.

There are a minimum of four IAG meetings each season (although this could change according to need) as well as communication between meetings to support the County in delivering the National Game Strategy and its contract with The FA. As the post holder will also be an Independent Non-Executive Director of Northamptonshire FA, there will also be a requirement to attend monthly Board meetings. All meetings are held in the evening in recognition of the other commitments members may have.

The Inclusion Advisory Group (IAG) embeds inclusion into the County FA, through support and advice on all issues of diversity and equality within the strategic and operational workings of County FA.

The successful applicant must also be able to demonstrate excellent communication and influencing skills.

#### What can we offer?

* An exciting opportunity to be part of a forward thinking, progressive business.
* To work with key stakeholders within the grassroots and game.
* A commitment to empowered and supportive personal development.
* Travel expenses when attending meetings

#### How to apply:

Applications will be accepted upon the completion of the application form contained in this recruitment pack. It is essential that applicants clearly demonstrate their ability to meet the requirements of the role, explaining how their experience and technical skills will assist them.

Recruitment for the voluntary role will be based on both the technical ability to fulfil the role and also the following key behavioural competencies, as defined in the County Football Association Competency Model:

* Honesty
* Efficiency
* Respect
* Teamwork
* Trust

We would appreciate if you could complete The FA’s Diversity Monitoring form along with your application.

Completion of this form is entirely optional however it does on a generalised level provide the Association with the opportunity to track the breadth and depth of the applications from different parts of the community. This form should be filled out anonymously and sent to us separately to your application form, using the pre- paid postage envelope attached. This data will then be collected and collated anonymously.

#### The interview process:

The date for applications to close will be at 5pm on

##### Friday 24th September 2021.

Applications will be shortlisted and we will invite some candidates for an interview.

The interviews are planned to take place in early October. We can be flexible with interview times where required.

A formal induction process will take place once we have appointed an IAG Chair.

This process will be adapted for anyone who has a disability or any other accessibility requirements.

**About Northamptonshire FA**

We are the home of grassroots football In Northamptonshire and we are committed to providing football for all.

We are the guardian of the national game in Northamptonshire. 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 county which is steeped in football tradition and history across many levels of the game.

**Volunteering as a Board Director**

We are a small business with a big heart. Everyone who works or volunteers their time and expertise with us has a tremendous passion to see safe and inclusive grassroots football thrive in the County.

* + As a private limited company, our Directors have ultimate accountability for the business. We have recently approved a new set of [Articles of Association,](https://www.northamptonshirefa.com/about/governance) which allow the business to grow its Director resource and expertise and bring vital business and sector experience to the organisation.
  + Being visible is important to us, and as such you will be encouraged to attend football matches in the county and on occasion asked to present trophies and medals at our County Cup matches.
  + Our Board meets 10 times a year. We hold meetings in the evening to reduce pressure for volunteers to take time away from work or family commitments. We expect this post holder to meet with the CEO via TEAMS or telephone in between Board meetings to review papers and provide ad-hoc guidance as required.
  + Board meetings are usually held at our offices in Moulton Park, Northampton.

### Inclusion Advisory Group Terms of Reference

**Purpose**

The Group has been formed to promote and address inclusion and diversity within football. The Group will discuss issues and formulate solutions; share ideas and good practice; inform and educate staff and volunteers; develop strategies and policies with regard to inclusion and diversity; engage and network to increase participation within all communities in order to positively influence the NFA Business Plan.

The IAG is made up of NFA Council Members, members of staff and externally co-opted members and will support and advise the NFA so that it meets its legal duties and operates in a way that recognises and meets the needs of participants, staff, volunteers and the wider community.

**Remit**

* Seek to support and advise the NFA to follow practices of equality and inclusion amongst all communities
* Positively influence and seek to diversify football participation through the Business and Operational Plans
* Seek to influence and support good relationships within the Association and between internal and external partners.
* Seek to eliminate unlawful discrimination, harassment and victimisation
* Business and legal compliance
* Support the Association to identify and influence good practice

**In doing so the Group may:**

* Strategically develop, implement and monitor initiatives in support of NFA’s Business and Operational Plan
* Analyse data to provide intelligence and support recommendations to the NFA
* Monitor, assess and advise on initiatives within the Operational Plan and their impact
* Provide support to the Association’s discipline process, especially the LFADP.
* Act as Association ambassadors in the community and advocate the benefits of addressing equality issues
* Bring a diverse perspective to the Association and its partners and community relationships
* Identify key equality issues and legislation and support the identification and delivery of solutions
* Consult with communities to identify key issues and trends that will positively influence participation through inclusion and diversity interventions
* Meet no less than three times a year

**Committee Relationships**

The NFA Board and Council

All NFA Committees

**Membership & Reporting**

The Membership of The Committee shall comply with the Articles of Association and standing orders.

The Committee reports directly to the NFA Board in accordance with the Articles of Association and Standing Orders (via representation through the Chair of the Committee)

The Committee can co-opt up to four (4) people as additional Committee members.

Additional guests can be invited to attend meetings.

**Executive Support**

The Committee will be supported by the NFA executive as appointed by the Business Manager

**Term of Office**

The term for members and the supporting executive is for one year which is reviewed annually.

Members who fail in their obligations will be dealt with in accordance with the Articles of Association and Standing Orders and/or the NFA’s Code of Conduct.

**Quorum**

Not less than 3 persons shall comprise a quorum of the Committee membership and shall include the Chair.

**Decisions & Voting**

Any decisions that require a vote shall be in accordance with the Association’s Standing Orders.

The Committee Chair has the casting vote.

Decisions will then be ratified by the appropriate body as specified in the Articles of association and Standing Orders.

**Frequency**

Meetings will take place as and when convened by the Committee Chair in conjunction with Board and Council meetings.

The Chair is required to liaise with NFA executive when setting dates and agendas for meetings.

Meetings of the Committee may be held in person, by telephone conference call or web conferencing or by such means as the Chair of the Committee determines.

**Budget and spending authority**

The Committee has responsibility for income and expenditure in line with the annual budget and specific elements within the County Plan.

Any additional expenditure must be submitted for the consideration and approval of the Board.

**Equal Opportunities**

The Committee will, always, be mindful of and work within the terms of the Association’s Equal Opportunities Policy and procedures

**Confidentiality**

Committee members are reminded that some discussions and subsequent outcomes are confidential and these should not be made public or disseminated without permission of the Chair (please refer to the Code of Conduct).

**Review**

The Committee shall review its Terms of Reference as and when required by the Council or upon a recommendation to the Council by the Board of Directors.

**Northamptonshire FA Independent Chair of Inclusion Advisory Group: Role Profile**

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| --- | --- |
| **Role Title** | Independent Chair of Inclusion Advisory Group & Non-Executive Director (Inclusion) |
| **Reports to** | Chair of the Board of Directors |

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| **Role Purpose** | |
| * To lead and support an effective, constructive and cohesive Inclusion Advisory Group. * To assist the IAG Members and all County FA staff to plan, lead and develop a strategic vision for inclusion in football within the County. * To report and feedback effectively on the delivery of Inclusion to County FA Council and Board. * To review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the Board * To actively contribute to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets and plans | |
| **Direct Reports** | Voluntary members of the Inclusion Advisory Group. |

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| **Location** | Remote working for the foreseeable future. |
| **Estimated time commitment to fulfil the role** | 1 Board meeting per month (total of 10 meetings per year)  4 meeting of the IAG committee per year |
| **Remuneration or Expenses** | This is a voluntary position.  County FA Expenses will be paid in line with the current Expense Policy of Northamptonshire Football Association  Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA. |

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| **Responsibilities** |
| **Governance**   * Represent the IAG on the County FA Board and/or Council. * Attend any national or regional FA inclusion events (where possible and relevant). * Attend County FA Meetings as and when required and when reasonable. |

**Agendas, Papers/packs and Presentations**

* Support the recruitment of and inspire the very best and talented IAG team possible.
* Ensure the performance of the IAG is measured and accountable where possible.
* Prepare the Agenda for IAG meetings.
* Work closely with the County FA CEO and other key County FA staff to ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all County FA work and staff.
* Ensure that IAG action points are documented and actioned.

**Strategy & Vision**

* Support work around maintaining the current and/or progressing to the next level of the Equality Standard for Sport, including the creation of a robust Equality Action Plan to sit alongside, compliment

and be part of County FAs wider operations plan.

* Liaise with staff members and the IAG Working Group to ensure IAG work supports the attainment of FA and Internal KPIs.

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| **Person Specification** | |
| **Skills and Knowledge** | |
| Essential   * Have a working knowledge of the key legislation around inclusion and diversity * Promote inclusion and diversity as part of a group * Identify key issues and trends that may help to promote the game through inclusion and diversity interventions * Ability to meet and work outside of normal working hours * Successfully network with key staff and contacts within the Association and the areas in which the Association operates * Be able to plan, drive and Chair meetings * Ability to communicate effectively and confidently, both in written form and verbally * Positive attitude to the requirements of the role * Capacity to handle confidential information sensitively * Work as part of a team * Ability to work in a professional manner as a representative of the Association | Desirable   * A degree of experience of the sports/football industry * Have existing positive contacts within the sports/football industry and the wider community * Have existing contacts within local community groups * Have knowledge of existing equality groups in the local area * Ability to review and analyse data to assist in making informed decisions * Ability to work strategically to engage under represented communities * Experience of strategy planning/consultation * Good presentation skills |

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| --- | --- |
| **Enhanced DBS Check required?** | YES |
| **Check Companies House Disqualified Directors Register?** | YES |
| **Clean full driving licence?** | NO |

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| --- | --- |
| **The Role Holder will be expected to understand and work in accordance with the values and behaviours described below**  **The values below are those of The FA. If the County FA has a variation of these values, they should be inserted below.** | |
| **FA Value** | **Behaviours** |
| **PROGRESSIVE** | Embraces new thinking in pursuit of continuous improvement   * Identifies the need for, and actions change in direction, practice, policy or procedure * Questions the way things are done and takes informed risks * Continuously seeks to improve efficiency and performance |
| **RESPECTFUL** | Sets the standards for respectful behaviour across the game   * Maintains people’s self-esteem when interacting with them * Avoids pre-judgement when listening to suggestions from others * Seizes the opportunity to apply FA standards at all times |
| **INCLUSIVE** | Champions and ensures that football is, and will remain, a game for everyone   * Openly collaborates with colleagues and partners in the game * Provides equal opportunity to people of different backgrounds, experience and perspective * Seeks out and embraces new ways of thinking and working |
| **DETERMINED** | Tenacious and accountable. Serving the whole game and doing the right thing   * Works relentlessly to overcome roadblocks or obstacles to achieve the goal * Remains focused on seeing agreed goals through to completion taking pride in their work * Maintains motivation for their team and themselves |
| **EXCELLENT** | The very best outcome achieved by sustained excellence in performance   * Seeks to achieve the highest levels of performance at all times * Can be persistent to achieve a standard that others consider impossible * Challenges others to go further and achieve more |

## **Application Form**

### Completing and returning the Application Form

Please complete the Application Form and return to Christian Smith, CEOby email at [christian.smith@northamptonshireFA.com](mailto:christian.smith@northamptonshireFA.com)by 5pm on Friday 24th September 2021. No applications will be accepted after this time.

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.

**Position applied for:**

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### Personal Details

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| **Surname:** | | **Forename:** | |
|  | |  | |
| **Address:** |  | | |
|  | | | |
| **Postcode:** |  | | |
| **Home Telephone No:** |  | **Daytime No:** |  |
| **Mobile No:** |  | | |
| **Email Address:** |  | | |

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| **Please tell us how you meet the IAG Chair role profile as shown above.** |
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| **Please tell us your reasons for wanting to be on the NFA Inclusion Advisory Group.** |
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| **Please give details of any other skills (professional/life skills), interests or experience you have that may be beneficial to you undertaking this role with County FA.** |
|  |

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| --- |
| **Accessibility: Northamptonshire FA is 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. 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** |  |  |
| **Email 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** |  |

## Appendix i

Equality and Diversity Monitoring Form

Northamptonshire FA wants to meet the aims ad commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please be assured that any information disclosed on this form will not be shared with the recruitment panel for the role you are applying for and will used only by the CEO to store and process anonymised diversity data for the purpose of ensuring equality of opportunity.

**Gender** (*Please tick the appropriate box)*

Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here

**Are you married or in a civil partnership?** (*Please tick the appropriate box)*

Yes No Prefer not to say

**Age** (*Please tick the*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 16-24 | 25-29 | 30-34 | 35-39 | 40-44 | 45-49 |
| 50-54 | 55-59 | 60-64 | 65+ | Prefer not to say |  |

*appropriate*

*box)*

**What is your ethnicity?**

*Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box*

White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background, please write in

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in

Black/African/Caribbean/Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in

Other ethnic group

Arab Prefer not to say

Any other ethnic group, please write in

Do you consider yourself to have a disability or health condition? (*Please tick the appropriate box)*

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here

*The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.*

What is your sexual orientation? (*Please tick the appropriate box)*

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please specify here

What is your religion or belief? (*Please tick the appropriate box)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No religion or belief | Buddhist | Christian | Hindu | Jewish |
| Muslim | Sikh | Prefer not to say |  |  |

If other religion or belief, please write in

What is your current working pattern? (*Please tick the appropriate box)*

Full-time Part-time Prefer not to say

What is your flexible working arrangement? (*Please tick the appropriate box)*

None Flexi-time Staggered hours Term-time hours Annualised hours Job-share Flexible shifts Compressed hours Homeworking Prefer not to say

If other, please write in

Do you have caring responsibilities? (*Please tick all that apply)*

None

Primary carer of disabled adult (18 and over)

Primary carer of a child/ children (under 18)

Primary carer of older person

Primary carer of disabled child/children

Secondary carer (another person carries out the main caring role)

Prefer not to say

## Appendix ii

Northamptonshire FA Safer Recruitment Policy

#### Introduction

Wearing the Northamptonshire FA (NFA) badge or having a role with the NFA does bring status and respect in the football community. Therefore~~,~~ it is critical that the NFA does all it can to ensure that people are suitable for their roles and upholds the values and behaviours of the Association.

#### Principles underpinning the Policy

Safer Recruitment (Policy) aims to ensure that the recruitment and selection processes used by NFA:

* + Incorporate relevant vetting and checking procedures including a robust induction;
  + Provide ongoing training and development;
  + Meet the requirements of The FA Safeguarding Operating Standard.

This Policy outlines the steps NFA will take to ensure those employed or who volunteer are safe to work with children and young people and its main purpose is to:

* + Prevent unsuitable people from applying and working within the NFA~~.~~
  + Attract the best possible candidates to work in NFA to create and maintain a safe workforce.

The recruitment and selection process set out in this Policy should ensure the identification of the person(s) best suited to the role, whether paid or not, based on the applicant’s abilities, qualifications, experience and attitude as measured against the role profile and person specification.

All those involved in the recruitment and selection of staff and volunteers for the NFA will ensure all processes are conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

This Policy should be used alongside the following policies and guidance:

* + - FA/NFA Safeguarding Children and Safeguarding Adults at Risk Policies;
    - The FA Safeguarding Operating Standard for CFAs;
    - Disclosure and Barring Service (DBS) Guidance;
    - NFA Whistle-blowing Policy;
    - NFA Managing Allegations against Staff and Volunteers;
    - Relevant NFA Codes of Conduct;
    - NFA Induction process for Staff and Volunteers;
    - Right to work and employment checks.

#### Roles and Responsibilities

It is the responsibility of the NFA Executive Officer, as the Senior Safeguarding Lead, to ensure that structures are in place to support the effective implementation of this Policy and that all appropriate pre-employment checks are carried out on all staff who work at NFA.

Before convening any recruitment panel, the Executive Officer will ensure that at least one member of the interview panel has completed Safer Recruitment Training, via the local authority or other relevant organisation.

The Recruitment Panel will ensure that safeguarding matters are central to the interview process.

#### Equalities Legislation

The NFA will comply with all relevant equalities legislation which is in force from time to time.

The NFA will promote equality in all aspects of its work, particularly with regard to all decisions on advertising of roles to diverse communities, appointing, promoting and paying staff, training and staff development. The NFA will ensure that its processes are open, transparent and fair and all decisions will be objectively justified.

#### Role Profiles and Person Specifications

All roles will have an element of safeguarding responsibility and this will be reflected in the role profile.

The NFA will implement:

* + Role profiles, which define whether the role will have contact with children and young people. Contact may include attending disciplinary commissions, welcoming young people to events or making mentoring calls;
  + Person specifications, describing the skills, experience or attributes the successful candidate needs in order to carry out the role.

Where roles are eligible, role profiles will specify the requirement for an ‘Enhanced DBS check with a check of the relevant barred lists’.

#### Application form

The NFA will utilise standard application forms. With the exception of applicants who declare a disability and/or a need for reasonable adjustments. Shortlisting will be undertaken without any demographic information. Demographic information will only be used by the NFA for equality monitoring purposes.

#### Advertising

The purpose of an advertisement is to attract only the right type of person for the role.

The NFA will therefore consider the most appropriate ways to advertise each role.

All advertisements for roles in regulated activity, paid or unpaid, must include this statement:

*“Northamptonshire 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 a 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.*

Adverts for all roles in regulated and non- regulated activity will:

* State the role title, function and pay (including any allowances) and contractual status – the appropriate pay range or hourly rate where appropriate;
* State clearly the hours/full-time equivalent and location;
* Contain brief information from the role profile and essential criteria from the person specification;
* Include the statement “if you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application” when appropriate;
* Include the statement “Northants FA is committed to safeguarding children, young people and adults at risk. All eligible roles are subject to a DBS check”;
* Contain language that is non-gender specific;
* State as an equal opportunities employer the NFA welcome applications from all parts of the community;
* Avoid phrases which imply age restrictions;
* Contain a contact number for an informal discussion about the vacancy, or to arrange a visit to the CFA, if appropriate;
* Specify a closing date for applications;
* State the date of the interview(s).

#### Returned applications

Prospective applicants must complete, in full, and return the signed application form, with a CV, two named referees/references, with contact information and agree to a DBS check where relevant. The following points will also be communicated to applicants:

* + Receipt of applications will not be acknowledged;
  + Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed;
  + Applications received after the closing date will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.

#### Shortlisting

Northamptonshire FA will ensure that the candidates are shortlisted against the person specification and given due notice of the interview date.

The Recruitment Panel are responsible for recording their reasons for the candidates they shortlist.

The NFA will endeavour to ensure Recruitment Panels are diverse and that there is continuity in the people involved in the recruitment process from shortlisting to interview and then selection. The line manager for the role being recruited should be involved in the entirety of the recruitment process.

#### Objective assessment

The NFA requires each application form to be carefully considered, and applicants will be assessed against the criteria listed in the person specification and the role profile.

The selection criteria will be applied objectively and consistently to all applicants, whether internal or external, and each applicant will be dealt with in the same way. Candidates who are shortlisted must always meet the essential requirements of the post – the desirable criteria may be used as an additional filter to reach the final shortlist.

#### Accessibility and reasonable adjustments

When shortlisting, the NFA will need to check to see whether any applicant

has declared that they have a disability and whether there are any reasonable adjustments required for interview.

If a candidate has a disability where they are likely to be at a substantial disadvantage because of working arrangements, then Northamptonshire FA is legally required to consider any reasonable adjustments which could be made at the workplace if they were to be appointed.

#### Numbers to shortlist

If there are a large number of applicants who meet the essential criteria on the person specification, the Recruitment Panel may use the desirable criteria. If this is not effective in reducing the number, pre- screening may be used to reduce the numbers before the main selection process takes place.

#### Recording the decision

The results of shortlisting will be recorded by the Northants FA with clear reasons given for shortlisting or rejecting each applicant, and marks allocated against the criteria on the person specification.

Information obtained during the shortlisting process will be treated as confidential. Comments recorded as to why applicants were or were not included will not be disclosed outside of the Recruitment Panel. However they may be disclosable to an applicant who requests feedback on why they were not shortlisted for the vacancy.

#### Invitation to interview

Candidates called to interview will receive:

* A letter confirming the interview and selection process;
* Details of the interview day and time, including details of the panel members;
* A further copy of the person specification;
* Details of any tasks to be undertaken as part of the interview process;
* The opportunity to discuss the process prior to the interview;
* Confirmation of any reasonable adjustments being agreed to/made to support the candidate;
* Details of documents to bring for evidence checking e.g. original certificates relating to professional or educational qualifications;
* For roles that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be subject to a DBS check. Therefore, all candidates will need to bring evidence of their identity with them to the interview.

#### The interview and selection process

The main objective of the interview/ selection process will be to:

* Determine each candidate’s suitability for appointment;
* Give all candidates a fuller picture of the role;
* Select the right person for the role.

One member of the Recruitment Panel will act as the Appointing Officer with overall responsibility for making the final decision.

Selection techniques will be determined by the nature and duties of the role and all Northants FA vacancies will require a face-to-face interview of short-listed candidates. Interviews may include additional interview techniques such as observation or exercises.

During the interview candidates will be asked appropriate questions. The process will give all candidates an equal chance to demonstrate their suitability for the role.

Supplementary questions can be asked of candidates based on responses during the interview and also any questions which arose from the application form.

Each Panel member will be responsible for keeping clear, concise objective notes of the interview process which will be available to candidates should they so request afterwards.

During the interview candidates will be required to:

* Explain any gaps in employment;
* Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
* Declare any information that is likely to appear on the DBS disclosure.

Any information disclosed by the candidate on their application form related to allegations, disciplinary action, cautions or convictions will be discussed during the interview.

Candidates will have the opportunity at the end of the interview process to ask questions about the job or Northamptonshire FA. The Chair of the Panel will ensure the candidates are aware of the decision-making timescales and how decisions will be communicated.

A risk assessment should be made as part of any final recruitment decision, if

necessary delaying the decision. Where an appointment is made:

* A documented record of the decision to employ, or not to employ should be made and kept on file;
* An agreed probationary period and date of commencement of employment.

#### Recruitment Panel

The Recruitment Panel will consist of at least two people and reflect the needs of the role being recruited for.

#### Declaration of interest

Any person on the Recruitment Panel who has any interest in, or is related to, any of the applicants will declare that interest or relationship so that all the other members of the Recruitment Panel are aware of it. If appropriate such a person may be removed or replaced on the Recruitment Panel.

#### Pre-employment checks

Northamptonshire FA appointments are subject to satisfactory completion of the pre- employment checks detailed below and any offer of appointment will be conditional on all successful candidates completing the following:

* Providing proof of identity;
* If eligible, completing an enhanced DBS application and receiving satisfactory clearance;
* Providing proof of professional status;
* Providing actual certificates of qualifications;
* Providing proof of eligibility to live and work in the UK;
* Successful completion of an overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not[[1]](#footnote-1).

All checks will be:

* Confirmed in writing;
* Documented and retained on the personnel file;
* Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

#### References – Use of Pre, During and Post Interview

Two references, one of which must be from the applicant’s current/most recent

employer where possible, will be requested for all shortlisted candidates (including internal candidates).

Requests for references will be accompanied by the role profile and person specification. Referees will be asked specific questions about the following:

* The candidate’s suitability to work with children and young people and Adults at Risk;
* Any substantiated allegations;
* Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and Adults at Risk.

Reference requests will also request confirmation of the following:

* Applicant’s current post;
* Attendance record;
* Disciplinary record.

References received before the interview process will be checked by the Appointing Officer/Chair of the Recruitment Panel prior to the interview.

References will be shared with other panel members after the interview. The Appointing Officer/Chair of the Recruitment Panel will clarify or probe any discrepancies from within the reference during the interview if appropriate.

In addition, a reference may also be requested from a previous employer when a candidate worked with children.

References will be sought directly from the referee. References provided directly by the candidate with the application form or at interview will not be accepted.

Previous employers not named as referees may be contacted to clarify any anomalies or discrepancies. This will only be in relation to administrative details and not used as an informal means of canvassing views as to any applicants’ potential suitability for the post being applied for. On such occasions, the candidate will be notified in the first instance.

The Appointing Officer will contact the referee directly in order to clarify any aspect of the reference. Any telephone discussion with a referee will be recorded with full notes being kept of the conversation.

References will be used to check the appointment and to reinforce decisions made as part of the interview/selection process. References will be checked against information on the application form and from the interview/selection process.

#### Offer of appointment

The offer of employment will be confirmed in writing by the Executive Officer from the NFA to the successful candidate(s) as soon as possible after the interview.

This will be a conditional offer of employment and is subject to satisfactory receipt of all pre- employment checks.

In addition, all appointments are subject to satisfactory references, vetting procedures and DBS clearance.

#### Induction and training requirements

All staff and volunteers who are new to Northants FA will receive a Safeguarding Induction and Briefing.

#### Probationary periods

All new NFA staff employees will be subject to a probationary period and this will be confirmed in the unconditional offer of employment and the Statement of Written Particulars.

#### Monitoring and review

This Northamptonshire FA Policy will be ratified by the Board and will be reviewed annually. The date the Policy is ratified should be recorded in the Northants FA Board minutes.

1If a candidate has lived or worked overseas in the five years prior to appointment, a ‘Certificate of Good Conduct’ must be obtained and provided by the candidate. If an applicant is unable to obtain the document they must provide evidence confirming the attempts made and then a risk assessment will be undertaken by the CFA CEO/DSO regarding confirmation of employment. All other pre-employment checks must be satisfactorily completed

1. [↑](#footnote-ref-1)