

**Sheffield & Hallamshire County FA Ltd.**

**Appointment of an Independent Trustee - HR & Wellbeing**

**Application Pack**

The Application pack includes the following:

1. The Role
2. The Role Profile
3. The Application Form

**Being Part of Our Team**

*This post is unremunerated*

An exciting opportunity has arisen to join our Board as a Trustee. We are looking for a dynamic, self-motivated and proactive individual who wants to make a positive contribution to the strategic direction and governance of grassroots football across the Sheffield and Hallamshire County FA region.

**About Sheffield & Hallamshire County Football Association**

Sheffield & Hallamshire County FA is a not for profit organisation that is responsible for the development and governance of grassroots football locally. We help provide the infrastructure of the game which includes education and training, implementing safeguarding standards, ensuring rules and regulations are adhered to and improving facilities.

We work in partnership with The FA to deliver the National Game Strategy across our County FA region to help ensure that everyone has an opportunity to enjoy the nation’s game.

This pack provides all the necessary information that you require to apply for the role. However, should you have any questions about the role, or require clarity on the recruitment pack, you can contact either of the following:

* The Interim Chair, Brian Coddington (brian.coddington@sheffieldfa.com) or
* The CEO, Simon Frost (simon.frost@sheffieldfa.com)

**1. The Role - Independent Trustee (HR & Wellbeing)**

This post is unremunerated.

The Sheffield & Hallamshire County FA Board of Trustees are responsible for determining the strategy, policies, and financial investment required to achieve the aims of the Association. Specifically, the HR & Wellbeing Trustee will lead on wellbeing strategies and provide HR guidance in order to identify strategic priorities and to promote positive environments, inclusion and diversity throughout the County FA and across local football structures.

The post holder will form a strong working relationship with the Associations’ Chair and CEO.

Their focus should remain on identifying and recommending strategic priorities at Board level. Detailed tactically delivery and implementation will be managed via the executive team.

As a Trustee 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.

**What can we offer?**

* An exciting opportunity to be part of a forward thinking, progressive business.
* An opportunity to shape strategic thinking and priorities.
* An opportunity to work with key stakeholders within the grassroots game.
* Expenses in accordance with F.A policies

**How to apply:**

Applications will be accepted upon the completion of the application form contained in this Application Pack. It is essential that applicants clearly demonstrate their ability to meet the requirements of the role, explaining how their experience and skills will assist them with developing and delivering strategic priorities.

Sheffield & Hallamshire County FA is committed to creating a Board of diverse skills, experiences, and backgrounds who can add value to the game and our activities across the Sheffield & Hallamshire County FA region. We are committed to equality of opportunity and positively encourage applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion, and belief.

To help measure our impact on inclusion and diversity we would appreciate it if you could complete The County FA’s Diversity Monitoring form along with your application. We will use your data to measure whether our vacancies and adverts are reaching people from all sections of the local community.  This data will then be collected and collated anonymously.

Please take a couple of minutes to complete the anonymous online form [here](https://app.smartsheet.com/b/form/c7f97559036d4b37a96b0431ebfed10b).

**The interview process:**

The date for applications to close will be at 5pm on 21st March 2023.

Applications will be shortlisted; suitable candidates will be invited for an interview which will take place at the County FA Headquarters. We can be flexible with interview times where required.

A formal induction process will take place once an appointment has been made.

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

While previous experience in sport is not a requirement, an alignment with our vision and mission is essential.

The existing Board of Trustee have outlined a preference for those individuals applying for the role, to ideally be residing within the boundary area of Sheffield & Hallamshire County FA.

**2. Independent Trustee - HR & Wellbeing**

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| **Role Title** | Independent Trustee – HR & Wellbeing |
| **Role Purpose** |
| * To 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.
* To form a strong relationship with the CEO, providing support and acting as a sounding board on HR and Wellbeing matters.
* To help ensure that Sheffield & Hallamshire County FA fulfils its commitments included in the County FA Strategic Framework 2021-24.
* 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 promote and champion health, wellbeing and inclusion initiatives that will support the development of our affiliated Clubs and leagues.
* To ensure Sheffield & Hallamshire County FA continues to achieve and retain the FA's Safeguarding 365 Operating Standard for County FAs.
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| **Principal Accountabilities/Responsibilities** |
| * Serve as a Director of Sheffield & Hallamshire County FA and to actively participate in its strategic leadership.
* 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.
* 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.
* Understand key strategic objective and help review performance against those objectives.
* Help to monitor the financial affairs of the Association and ensure the effective use of Sheffield & Hallamshire County FA finances
* Represent the Association to partners and stakeholders of the Association in a professional manner.
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| **Knowledge/Experience/Technical Skills** |
| **Essential*** Experience of working in a senior position in a HR, Health or wellbeing environment.
* Experience in implementing HR, health and wellbeing initiatives linked to company objectives.
 | **Desirable*** Some knowledge of grassroots football and County Football Associations.
* Have existing positive contacts within relevant professional sectors or the wider community.
* Have knowledge of existing health and wellbeing groups in the local area.
* Ability to review and analyse data to assist in making informed decisions.
* Experience of strategy planning/consultation
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**3. Application Form**

**Personal Details**

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| --- | --- | --- | --- |
| Surname: |  | Forename: |  |
| Address: |  |
| Telephone Number: |  | Email Address: |  |
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| Please tell us how you meet the role profile as shown above |
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| Please tell us your reasons for wanting to be a Trustee at Sheffield & Hallamshire County FA. |
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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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Please complete and return this form via email to simon.frost@sheffieldfa.com

Closing date for applications: 21st March 2023

**Thank you for taking the time to apply for the voluntary Board positions at Sheffield & Hallamshire County Football Association.**