

A goalkeeper in a dark kit and white gloves is reaching out to catch a soccer ball. The background is a solid blue color with a faint, larger image of the same goalkeeper in the background.

# DIRECTOR

# RECRUITMENT PACK



**sussexfa.com**  
info@sussexfa.com

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# 1. ABOUT SUSSEX COUNTY FA

**Sussex County FA are looking to recruit up to three individuals to join our Board of Directors. Successful candidates will have a track record of inclusive leadership, with a strong appreciation of the role of corporate governance and a passion for developing grassroots football in Sussex. They will be excellent communicators with the ability to work creatively and collaboratively with professionals and volunteers.**

The role of the County FA is both to govern and lead the game. As we enter the final year of our current strategy, participation levels are flourishing. However, challenges remain particularly in attracting new commercial support and widening the diversity of our workforce and volunteer network to better reflect the communities we serve, including at Board level.

Directors play a vital role in shaping the future of the organisation to overcome these and other challenges and act as champions for grassroots football across Sussex.

Board experience is welcomed but not essential.

Applications must be received by 2:00pm on Monday 21 August 2023. Interviews will be held on Thursday 31 August 2023 and Friday 1 September 2023.

## **Background**

Sussex County FA (SCFA) is the not-for-profit governing body of football in Sussex. We are responsible for overseeing all aspects of the grassroots game in the County, providing the structure and support that enables our players, coaches, volunteers and referees to perform their roles and enjoy the beautiful game.

Since 1882, Sussex County FA has been committed to providing opportunities for communities across the County and are now proud to have 23 members of staff. In the 2022-23 season there were almost 3,000 affiliated Teams across Sussex with over 47,000 players and more than 750 referees. We manage 22 County Cup Competitions each season from Under 12s to Veterans and operate a state of the art 3G artificial turf pitch and function rooms at our HQ in Lancing where we host a wide range of events including a monthly Women's Recreational football tournament, regular CPD events for new and experienced coaches, and are home to the Sussex Disability Football League.

We have delegated powers from The FA to manage rules and regulations to ensure fair play in the grassroots game, both on and off the pitch. We are responsible for developing the local game and strive to positively influence participation for all regardless of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

We have strong links to Brighton & Hove Albion, senior clubs, leagues and grassroots football across East and West Sussex, as well as local authorities, businesses, charities and other stakeholders.

## **Women's Euros legacy**

In 2022, Brighton and Hove was one of 8 host cities for the UEFA Women's Euro 2022 tournament. The tournament has proved to be a huge opportunity for women and girls in Brighton and Hove – and across Sussex – to engage in a healthy lifestyle through football. To ensure the power of the tournament reaches all ages and football roles, we aim to:

- Increase the % of primary schools accessing and engaging girls in football
- Increase the number of girls from under-represented groups participating in football
- Increase the number of clubs that cater for women aged 18+
- Double the number of FA-qualified female coaches

### **Improving facilities across the County**

We work with a range of stakeholders across Sussex to improve football facilities at all levels. We provide stakeholders with support to access funding, with a particular focus on Football Foundation small Grants and grants to enhance the quality of grass pitches.

For further information please use the following links:

[Sussex County FA Website](#) [Policies and Procedures](#) [Strategy-2021-24](#)

### **Safeguarding is at the heart of what we do**

Sussex County FA is committed to ensuring that Safeguarding within Grassroots Football is at the heart of what we do. To be successful in the role of Director, you will be required to complete any safeguarding training deemed necessary by either Sussex County FA or The FA.

### **Disability Confident**

Sussex County FA prides itself on being an employer that is committed to supporting candidates with disabilities throughout its recruitment process. It has a dedicated team to support any employee with a disability. If you require any reasonable adjustments to support your application, please do not hesitate to get in touch.

### **Equality Statement**

Sussex County FA believes that football belongs to, and should be enjoyed by, anyone who wants to participate in it. It is committed to promoting equality within the organisation, starting at Board level and encourages applicants from all backgrounds, cultures, beliefs and experiences to apply for this role, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.



## 2. OUR VISION, MISSION & VALUES

### OUR VISION

Providing Football for ALL

### OUR MISSION

Promoting, developing and supporting football in a fun, safe and equal way.

### OUR VALUES

As an Association we know that our values and beliefs are key to creating the right culture for us to succeed in the achievement of our Vision and our Mission. Everyone who represents Sussex County FA strives every day to bring these beliefs to life.

We believe in being:

- **Progressive** – by embracing new thinking in the pursuit of continuous improvement
- **Respectful** – in setting standards for respectful behaviour across the game
- **Inclusive** – through championing and ensuring that football is and will remain a game for everyone
- **Determined** – to be accountable to each other in serving the whole game
- **Excellent** – in achieving sustained excellence in performance.

Now is an exciting time to be joining Sussex County FA. Whilst the recent past has been challenging for all, Sussex County FA has continued to grow the game with significant progress being made on a number of fronts, including:

- Continued growth in male participation
- Substantial growth in the women's and girls' game
- Continued growth in the recruitment of referees across [all] age groups
- A growing number of qualified coaches involved in youth football
- Development of non-traditional formats of the game.

# 3. ROLE AND PERSON SPECIFICATION

The Board of Directors is collectively responsible for the organisation's culture and leadership through sound corporate governance; facilitates the achievement of our Strategy and oversees effective resource allocation whilst managing associated risks.

Sussex County FA is looking to recruit up to three individuals to join our Board of Directors. We are particularly seeking people with knowledge or experience in one or more of the following areas:

- Marketing and Commercial Development
- Human Resources
- Football Governance

We are committed to improving diversity within our organisation, starting at Board level, and we would like to invite applications from under-represented groups to ensure our Board is representative of the diverse football community across Sussex.

In addition, successful candidates will have a strong appreciation for corporate governance and the responsibilities of Non-Executive Directors. They will be excellent communicators, with the ability to work creatively and collaboratively with professionals and volunteers alike.

## THE COMMITMENT

These are volunteer roles in which you will be expected to work closely with the CEO, staff and County Members, attend regular Board and Committee meetings, and to collaborate with Board Directors and other stakeholders in the strategic development and delivery of football across Sussex. Whilst the role is voluntary reasonable expenses will be paid.

Currently, meetings take place on a Thursday evening approximately 10 times a year and are a mix of face-to-face and online meetings.

## THE BENEFITS

By joining the Board of Sussex County FA you will:

- Join a forward thinking, progressive sports organisation
- Make a difference to the people and communities of Sussex
- Have the opportunity to work with key stakeholders within the grassroots and professional game
- Make use of your experience and expertise
- Broaden your network

## ROLE PROFILE

### RESPONSIBILITIES

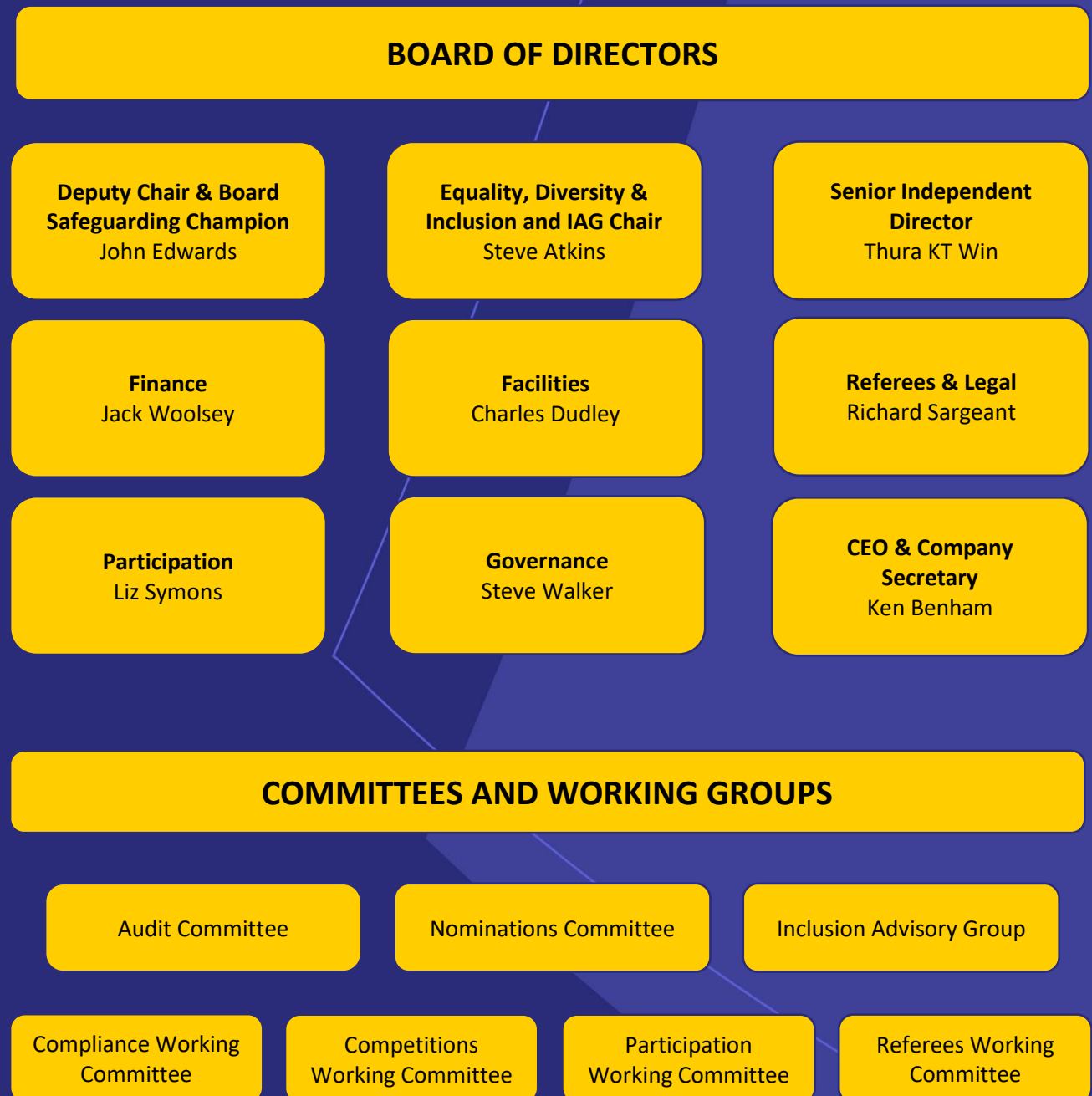
- Serve as a Director of Sussex County FA and to actively participate in its strategic management
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation
- Safeguard the interests of the Membership and stakeholders of the Association
- 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
- Set challenging objectives for continuously improved performance
- Oversee the management of risk to the Association, including matters of Health and Safety
- Develop and maintain an effective corporate governance structure
- Monitor the financial affairs of the Association through reports provided by the Finance Director and ensure the effective use of financial and other resources
- Contribute to constructive debate on all Board matters
- Promote equality of opportunity throughout the Association
- Fully participate in Board induction, training or development and performance monitoring
- Represent SCFA to partners and stakeholders of the Association in a professional manner
- Act with discretion in respect of sensitive, confidential, or commercial information provided to you in this role
- Perform other responsibilities as assigned by the Board

### SKILLS

- 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
- Access to and ability to use email and the internet
- A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association
- An understanding of and a commitment to equality in action
- Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities
- An understanding of The FA National Game Strategy and how this affects the work of the County Football Association (desirable but not essential).

## 4. CURRENT BOARD AND GOVERNANCE STRUCTURE

The current governance structure of the Association is outlined below:



## 5. HOW TO APPLY

To apply please complete and submit the application form and diversity monitoring form included in this pack to [Victoria.Windslow@SussexFA.com](mailto:Victoria.Windslow@SussexFA.com) or post it to the following address:

*Strictly Private & Confidential*  
*Vicki Windslow*  
*Director Vacancy*  
*Sussex County FA*  
*Culver Road*  
*Lancing*  
*West Sussex*  
*BN15 9AX*

**Applications must be received by:  
2:00pm on Monday 21 August 2023**

For an informal conversation about the role of Director please contact Ken Benham (CEO Sussex County FA) via [Ken.Benham@SussexFA.com](mailto:Ken.Benham@SussexFA.com) or by telephone on 01903 753547 #230.

Interviews will be held at the Sussex County FA in Lancing, on Thursday 31 August 2023 and Friday 1 September 2023.



# DIRECTOR

## 6. APPLICATION FORM

**sussexfa.com**  
info@sussexfa.com



Application number:  
(Office use only)



# APPLICATION FORM

Applications can be accompanied by a Curriculum Vitae (CV).  
The decision to invite you to attend for interview will be based  
on the information you provide on this form. Sussex County FA  
is an Equal Opportunities Employer.

Position applied for:

## Personal details *(please complete in BLOCK CAPITALS)*

First Names:  Surname:

Mr / Ms / Mrs or preferred title:  Are you over the age of 18?

Preferred Pronouns: she/her/hers - he/him/his - they/them/theirs - or other:

Address:

Post Code:  Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an accepted FA DBS (Criminal Records Check)\*

\*If you do not hold an FA DBS, it may be a requirement for this to be completed  
before appointment.

## Education and training

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

Dates	Details of School/College/Institution	Course or Qualification	Grade

*(Please attach a continuation sheet if required)*

**Employment and volunteering history**

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/nature of business	Job title	Key Responsibilities

*(Please attach a continuation sheet if required)*

**Please explain why you think you are well suited to meet the purpose of this role.**

Please make sure to include any specific knowledge, paid and voluntary work, lived experience and membership of any professional bodies that demonstrate your skills relevant to the role.

*(Please attach a continuation sheet if required)*

**How do you demonstrate the values of Sussex County FA?**

The way we work at Sussex County FA is built on the five values outlined in the Role Description. Please provide examples of how you have demonstrated these values in your work or everyday life.

*(Please attach a continuation sheet if required)*

**Names and address of referees**

Please give the name and address of two reference providers, one of which should be your current employer, or when not currently employed, your last employer (where possible). References will only be taken up upon successful application. Please note: Appointment to the role will not be approved until suitable references have been obtained and approved.

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

**Accessibility**

Sussex County 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.

**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:

**Applications must be received by 2:00pm on Monday 21 August 2023.**

Either email your completed application to [Victoria.Windslow@SussexFA.com](mailto:Victoria.Windslow@SussexFA.com) or post it to the following address:

*Strictly Private & Confidential*

*Vicki Windslow*

*Director Vacancy*

*Sussex County FA*

*Culver Road*

*Lancing*

*West Sussex*

*BN15 9AX*

# DIVERSITY & INCLUSION

## DATA CAPTURE - SURVEY QUESTIONS



Sussex County FA is committed to Equality and Diversity and ensuring that it is fully representative of the community it serves. To assist us in monitoring the ethnicity of members, we would be grateful if you could complete the following survey form. All information detailed will be treated anonymously.

### Which of the following best describes your ethnic origin?

*Please select the one answer which best describes you*

#### White

- White British (English, Welsh, Scottish, Northern Irish) ☐
- White Irish ☐
- White Gypsy or Irish Traveller ☐
- Other White (please specify:) ☐

#### Mixed

- White and Black Caribbean ☐
- White and Black African ☐
- White and Asian ☐
- Other Mixed / Multi-ethnic background (please specify:) ☐

#### Asian or Asian British

- Indian ☐
- British Indian ☐
- Pakistani ☐
- British Pakistani ☐
- Bangladeshi ☐
- British Bangladeshi ☐
- Chinese ☐
- British Chinese ☐
- Other Asian/Chinese background (please specify:) ☐

#### Black or Black British

- Caribbean ☐
- British Caribbean ☐
- African ☐
- British African ☐
- Other Black background (please specify:) ☐

#### Arab

- British Arab (English, Welsh, Scottish, Irish) ☐
- Other Arab background (please specify:) ☐

- Other Ethnic Group (please specify:) ☐

- Would rather not say ☐

### Which of the following best describes your religious belief?

*Please select one answer*

- No religion ☐
- Buddhism ☐
- Christianity ☐
- Hinduism ☐
- Islam ☐
- Jehovah Witnesses ☐

- Judaism ☐
- Mormonism ☐
- Sikhism ☐
- Prefer not to say ☐
- Other (please specify:) ☐



**What best describes your sexual orientation?**

*Please select one answer*

- Gay/Lesbian ☐
- Heterosexual/Straight ☐
- Bi ☐
- Pan ☐
- Prefer not to say ☐
- Not known ☐

**What best describes your gender identity?**

*Please select the responses that best describes you*

- |              |                          |                                      |                          |
|--------------|--------------------------|--------------------------------------|--------------------------|
| Female/Woman | <input type="checkbox"/> | Prefer not to say                    | <input type="checkbox"/> |
| Male/Man     | <input type="checkbox"/> | I use another term (please specify:) | <input type="checkbox"/> |
| Non-Binary   | <input type="checkbox"/> |                                      |                          |
| Agender      | <input type="checkbox"/> |                                      |                          |

**Do you have a trans history or does your gender differ from your sex assigned at birth?**

*Please select one answer*

- Yes ☐
- No ☐
- Prefer not to say ☐

**Do you have any long-term health conditions, impairments or illnesses that have a substantial effect on your ability to do normal daily activities?**

*This could include, for example, physical, sensory, learning, social, behavioural or mental health conditions or impairments. Long-term means that they have lasted, or are expected to last, 12 months or more.*

- Yes ☐
- No ☐
- Don't know ☐
- Prefer not to say ☐

**How old are you?**

*Please select one answer*

- 16-17 ☐
- 18-24 ☐
- 25-34 ☐
- 35-44 ☐
- 45-54 ☐
- 55-64 ☐
- 65+ ☐
- Prefer not to say ☐