



Berks & Bucks FA

Non-Executive Human Resources/People Director

Role Profile – initial 3 year term

Role Title	Non-Executive HR/People Director
Reports to	Chair of the Board of Directors

Role Purpose	
	<ul style="list-style-type: none"> Collectively, the Board of Directors of Berks & Bucks FA Ltd are required to direct the business affairs of the association and to determine the vision and strategy, plans, policies and financial investment required to achieve the Association's aims. As such, individually and collectively, the Directors accountable to the Membership. The HR director will be the strategic lead for Human Resources activity within the organisation, centring on driving people management strategy and being a support mechanism for the Senior Management Team to ensure all HR policies and procedures are followed.
Direct Reports	N/A

Location	The Post will work remotely at the discretion of the post holder. The post holder will be required to attend meeting and work from the office as and when agreed
Estimated time commitment to fulfil the role	The role requires a commitment to attend Monthly Board meetings and working groups as required. It is anticipated that the role will require attendance of meeting equating to 5 hours per month.
Remuneration or Expenses	<p>Reasonable Expenses will be paid for County FA/IAG related business, in line with the current Expenses Policy of Berks & Bucks FA</p> <p>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.</p>

Responsibilities	
	<p>Human Resources/People – Role specific</p> <ul style="list-style-type: none"> To review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the Trustee Board To actively contribute to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets, plans and charitable objectives To ensure that HR activities and interventions are linked to the company's objectives and complement the company culture To ensure the Board monitors and reviews the performance of the company's Chief Executive, rewards performance accordingly and identifies appropriate development opportunities

- To ensure highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition as well as staff and trustee development.
- Assess risks and measure the impact of HR interventions in the light of changing legal requirements and best practice.
- Implement company policies and practices in the context of furthering objectives and evaluating how they impact beneficiaries and staff.
- Ensure long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals.
- Attend any relevant working groups. E.g. People & Remuneration Committee

Governance – General Requirements of a Director

- Serve as a Director of the Company 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.
- Represent the views of Council and community football within the Board level.
- 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 to ensure the effective use of financial and other resources.
- Actively Contribute to constructive debate and discussions on all Board matters.
- Promote equality of opportunity throughout the Association.
- Fully participate in Board induction, training or development and performance monitoring.
- Perform other responsibilities as assigned by the Board.

Person Specification	
Skills, Knowledge & Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> ○ CIPD qualified at Level 5 or above or a qualification in employment law. ○ Experience of HR leadership, ideally at Board level. ○ 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. 	<p>Desirable</p> <ul style="list-style-type: none"> ○ CIPD membership ○ Knowledge of design and implementation of pay and reward strategies ○ An Understanding of the FA grassroots Football Strategy and how this affects the work of the county football Associations. ○ A sound understanding of volunteer/professional relationship and how this can best work to support the work of the Association.

Enhanced DBS Check required?	NO
Clean full driving licence?	NO

The Role Holder will be expected to understand and work in accordance with the values and behaviours described below	
FA Value	Behaviours
PROACTIVE	<p>Embraces new thinking in pursuit of continuous improvement</p> <ul style="list-style-type: none"> ○ 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	<p>Sets the standards for respectful behaviour across the game</p> <ul style="list-style-type: none"> ○ 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	<p>Champions and ensures that football is, and will remain, a game for everyone</p> <ul style="list-style-type: none"> ○ 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

TRUSTED	<p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <ul style="list-style-type: none"> o Works relentlessly to overcome roadblocks or obstacles to achieve the goal o Remains focused on seeing agreed goals through to completion taking pride in their work o Maintains motivation for their team and themselves
INSPIRED	<p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> o Seeks to achieve the highest levels of performance at all times o Can be persistent to achieve a standard that others consider impossible o Challenges others to go further and achieve more

Role Profile agreed by the Board of Berks & Bucks FA and signed on behalf of the Board by the CEO:	Name	Signature
	Liz Verrall	
Date Role Profile agreed by the Board:	30/4/2021	
Role Profile signed by role holder:	Name	Signature
Date Role Profile signed by role holder:		

