



**ENGLAND
FOOTBALL**

JOB DESCRIPTION AND PERSON SPECIFICATION

INDEPENDENT NON-EXEC DIRECTOR SUSTAINABILITY

Connecting People. Changing Lives.

ROLE PROFILE

Job Title	Independent non-exec Director -Sustainability
Reports to	Accountable to the Chair of Directors at Berks & Bucks FA
Role Purpose	<ul style="list-style-type: none"> To champion environmental sustainability and "Green" activities across business and grassroots football. To carry out the duties of a director in accordance with the Companies Act 2006. To work with the CEO to develop the overall direction of the Company's Sustainability efforts, helping to set goals and measure progress. Actively contribute to constructive debate and discussions across all board/ business matters. To act as an ambassador for the Association.
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 meetings and work from the office as and when agreed.
Estimated time commitment to fulfil the role	<p>The role requires a commitment to attend Board meetings (currently 6 meeting per year.) Meetings are normally held at the office or remotely as the situation allows and normally last 2 hours.</p> <p>The successful candidate is also required to attend General Meetings, FA Events and other ad hoc events held, as required, within the County. It is anticipated that the role will require, on average, 5 hours per month.</p> <p>The initial term is 3 years, at which point, the incumbent will be invited to apply again for the position up to a maximum of 3 terms of 3 years.</p>
Remuneration or Expenses	<p>Reasonable Expenses will be paid for County FA 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

- Work with the executive to develop the overall direction of the Company's sustainability efforts, including setting goals and measuring progress.
- To check and challenge the work of the Association across the strategy, particularly, in relation to ensuring that activities, programmes and proposed products and services have the environmental impact in mind.
- Advise on football's responsibility and opportunities to sustainability.
- Support the CEO and executive to embed sustainability in to the strategy, governance practices and operations ensuring that the board remains focussed on building practices fit for a sustainable future.
- To attend BBFA events as appropriate and to advocate of the work of Berks & Bucks FA
- Serve as a Director of the Association and to lead the Board in setting the strategy of the Association.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- Set an example in the values and behaviours adopted, always acting in line with the Code of Conduct agreed by the Board.
- Monitor the delivery of the strategic plan and objectives of the Association.
- To actively contribute both at Board meetings and to the strategic support of the executive team.
- Act as an ambassador and represent the Association at internal and external meetings and functions.
- Perform other responsibilities as assigned by the Board.
- To attend FA workshops and training as and when required.
- To chair or attend, as required, any working groups that the board delegate you to appropriate to your role and available time commitment.

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- No specific qualifications are essential to perform this role.

DESIRABLE

SKILLS & KNOWLEDGE

ESSENTIAL

- Extensive knowledge and experience of working in a senior sustainability position within a business.
- Ability to influence third parties to achieve desired sustainability outcomes.
- Extensive good practice examples of sustainability in action across business and sport.
- Knowledge and experience of working within a business setting, supporting a business to develop and improve.
- Knowledge and understanding of the responsibilities of a Board Director.
- Effective use of digital communication including email and the internet.
- Excellent communications and presentation skills.
- Ability to contribute independently and deal with and manage conflict.
- Knowledge and understanding of the Companies Act (2006).
- Understanding of how to apply Principles of inclusive practice.
- Knowledge and understand of financial accounts, management accounts and budgeting.
- An understanding of and commitment to equality, diversity, and inclusion.

DESIRABLE

- Understanding of the FA's strategy for Women & Girls Football.
- An understanding of Safeguarding in Football.
- Risk management skills & experience.
- Customer experience and engagement
- Knowledge of the County FA Governance Code.
- An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.
- Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance.

ENHANCED DBS CHECK REQUIRED?	No
CHECK COMPANIES HOUSE DISQUALIFIED DIRECTORS REGISTER?	Yes
CLEAN, FULL DRIVING LICENCE?	Yes

The Role Holder will be expected to understand and work in accordance with the values and behaviours described below

CFA 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"> Works relentlessly to overcome road blocks 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.
INSPIRED	<p>The very best outcome achieved by sustained excellence in performance.</p> <ul style="list-style-type: none"> 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.

ROLE PROFILE AGREED BY THE BOARD OF BERKS & BUCKS FA AND SIGNED ON BEHALF OF THE BOARD BY THE CEO:	Name	Signature
DATE ROLE PROFILE AGREED BY THE BOARD:		
ROLE PROFILE SIGNED BY ROLE HOLDER:	Name	Signature
DATE ROLE PROFILE SIGNED BY ROLE HOLDER:		

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.