



**ENGLAND
FOOTBALL**

JOB DESCRIPTION AND PERSON SPECIFICATION

GRASSROOTS FOOTBALL DIRECTOR

Connecting People. Changing Lives.

ROLE PROFILE

Job Title	Grassroots Football Director
Reports to	Chair of the Board of Directors
Role Purpose	<ul style="list-style-type: none"> The Football Director role is fundamental in ensuring that the views and opinions of football and its membership are collated and considered at Board level, informing, and influencing decision making. 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 are accountable to the Membership.
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 of Director meetings (6 per year) and working groups as required. The role will also be expected to chair the Grassroots Football Board (approx. 4 meetings per year) It is anticipated that the role will require attendance of meeting equating to approximately 5-10 hours per month.</p> <p>The initial terms 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

- Serve as a Director of the Association.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- Lead and Chair the Grassroots Football Board (approx. 4 meetings per year) made up representatives of our grassroots football working groups.
- Set the agenda for each Grassroots Football Board meeting, in consultation with the Head of Delivery (executive.) ensuring that all receive accurate and timely information to enable discussion at meetings.
- Represent the views of community football at Board level.
- Safeguard the interests of the Membership and stakeholders of the Association.
- 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

QUALIFICATIONS

ESSENTIAL

- No specific qualifications are essential to perform the role of Council Representative on the Board of Directors

DESIRABLE

SKILLS

ESSENTIAL

- Strategic leadership and management skills. The ability to develop and monitor organisational strategy
- Excellent chairing skills including the ability to generate a productive group discussion and ensuring that all voices and points of view are heard and given due consideration.
- 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
- Access to and ability to use, email and the internet

DESIRABLE

- An ability to understand financial accounts, management accounts and budgeting

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- 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

DESIRABLE

- An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations

ENHANCED DBS CHECK REQUIRED?

Yes

CHECK COMPANIES HOUSE DISQUALIFIED DIRECTORS REGISTER?

Yes

CLEAN FULL DRIVING LICENCE?

No

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

CFA VALUE	BEHAVIOURS
PROGRESSIVE	<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>The very best outcome achieved by sustained excellence in performance:</p> <ul style="list-style-type: none"> 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.
INSPIRED	<p>Tenacious and accountable. Serving the whole game and doing the right thing:</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.