



Berks & Bucks FA

Independent Non-Exec Inclusion Director

Berks & Bucks FA are inviting applications to join the Board of Directors. We are looking for individuals with skills and experience in Inclusion who have a passion for making a difference to people's lives using football as the medium.

There has never been a better time to be involved in Berks & Bucks FA. Following the launch of our new 3 year strategy and the prospect of locating our office by 2024

Our Board of Directors, made of dedicated and skilled individuals with a passion for making a difference, provide support and advice to the executive team with expertise in:

- Safeguarding
- Finance
- Grassroots Football
- Commercial
- Inclusion
- Human Resource

Our ambition for improving the game and people's lives drives our strategy and the work we do.

About Berks & Bucks FA

Berks & Bucks FA is the local governing body for football covering Berkshire & Buckinghamshire. Our role is simple; To Lead, Protect & Support an individual's journey in football by inspiring a lifelong relationship with the Game. Football has the power to Change Lives and connect people, and this is why we do what we do.

Since 1878, Berks & Bucks FA have been governing the game locally, working with our member clubs and leagues to ensure that the game is played with integrity and passion. Over the years, the role that Berks & Bucks FA plays in football has changed significantly and it now looks after over 57,000 players across 4000 teams, engaging with thousands of coaches, referees, supporters, club and league officials and parents.

The County FA is responsible for everyone's journey in football and our role is to keep opening opportunities and breaking down barriers for more and more people to enjoy this beautiful game.

Our staff team provide expert advice and support to our members across a variety of development, safeguarding and governance fields.

Connecting The Game - Strategy 2021-24

Our Purpose, and why we do what we do, is to connect people and to change lives. We know the opportunities and responsibilities that we have, as football, to place this at the heart of our thinking.

Our Strategy "[Connecting the Game](#)" aligns our work to ensure that we are giving everyone the best possible opportunity to get involved and remain in the game, inspiring a lifelong relationship with football by improving our accessibility and our representation. The outcome will be a stronger sustainable, data and insight led organisation improving our ability to Lead, Protect & Support.

Berks & Bucks FA

Independent Non-Exec Inclusion Director

Role Profile

Role Title	INED for Inclusion
Reports to	Chair of the Board of Directors

Role Purpose	
<ul style="list-style-type: none"> To work closely with the IAG Members and all County FA staff to plan, lead, and develop a strategic vision for inclusion in football within the County. To report and feedback effectively on the delivery of Inclusion to County FA Council and Board. To serve as a Director, executing the responsibilities in accordance with the Companies Act 2006 	
Direct Reports	

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 a quarterly Inclusion Advisory Group meeting, meetings of the Board of Directors and additional working groups/meetings as required.
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	
Governance	
<ul style="list-style-type: none"> To serve as a Director of the company and to actively participate in its strategic management. To execute the responsibilities of an incorporated Company in accordance with the Companies Act (2006) To safeguard the interests of the Membership and stakeholders of the Association To establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives To oversee the management of risk to the Association, including matters of Health and Safety To 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 To promote equality of opportunity throughout the Association To fully participate in Board induction, training or development and performance monitoring To act as an ambassador and represent the Association at internal and external meetings and functions as required 	

Role Specific

- To work closely with the IAG Members and all County FA staff to plan, lead, and develop a strategic vision for inclusion in football within the County
- To report and feedback effectively on the delivery of Inclusion to County FA Council and Board
- To hold the CEO to account in relation Equality, diversity and Inclusion.
- Ensuring that organisation adheres to appropriate inclusion/equality legislation
- Support in the Identification of relevant training opportunities for staff, Board & volunteers
- Reviewing existing policies and activities
- Attends and supports relevant County FA events
- Supports and actively promotes the ambition to make BBFA structures representative of community football.

Person Specification

Skills and Knowledge

Essential

- Have a working knowledge of the key legislation around inclusion and diversity
- Promote inclusion and diversity as part of a group
- Identify key issues and trends that may help to promote the game through inclusion and diversity interventions
- Ability to meet and work outside of normal working hours
- Successfully network with key staff and contacts within the Association and the areas in which the Association operates
- Be able to plan, drive and Chair meetings
- Ability to communicate effectively and confidently, both in written form and verbally
- Positive attitude to the requirements of the role
- Capacity to handle confidential information sensitively
- Work as part of a team
- Ability to work in a professional manner as a representative of the Association

Desirable

- A degree of experience of the sports/football industry
- Have existing positive contacts within the sports/football industry and the wider community
- Have existing contacts within local community groups
- Have knowledge of existing equality groups in the local area
- Ability to review and analyse data to assist in making informed decisions
- Ability to work strategically to engage under represented communities
- Experience of strategy planning/consultation
- Good presentation skills

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	Embraces new thinking in pursuit of continuous improvement <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	Sets the standards for respectful behaviour across the game <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	Champions and ensures that football is, and will remain, a game for everyone <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	Tenacious and accountable. Serving the whole game and doing the right thing <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	The very best outcome achieved by sustained excellence in performance <ul style="list-style-type: none"> • Seeks to always achieve the highest levels of performance • Can be persistent to achieve a standard that others consider impossible • Challenges others to go further and achieve more

How to apply:

Complete the application form and submit to the Chief Executive Officer, Liz Verrall via email: Liz.Verrall@Berks-BucksFA.com It is essential that applicants clearly demonstrate their ability to meet the requirements of the role, explaining how their knowledge, experience and skills will assist them. Our deadline for applications is: 12 noon on Monday 23rd May 2022.

We would appreciate if you could complete the [Equality & Diversity Monitoring form](#). Completion of this form is entirely optional however it does on a generalised level provide the Association with the opportunity to track the breadth and depth of the applications from different parts of the community.

Berks & Bucks FA is committed to equality of opportunity. We would welcome applications from all aspects of the community. Appointment will be for a term of three years, after which applicants are eligible for reappointment for a maximum of two further terms, a total of 9 years.

If you have any queries regarding the role , please contact Liz Verrall – Liz.Verrall@Berks-BucksFA.com or by mobile on 07471 504587

