



## **BIRMINGHAM COUNTY FOOTBALL ASSOCIATION**

### **BOARD SAFEGUARDING CHAMPION – Non Executive Director**

#### **About Birmingham County FA:**

Birmingham County Football Association Ltd (BCFA) is one of the largest, most admired and innovative County FA's in the country. We have an all-inclusive football FOR ALL philosophy and our dedicated team of 24 staff who administer, organise, govern, support, promote and develop all formats of the game in order to help grow new and existing Clubs with the overall aim of increasing participation in our National Game.

Formed in 1875 and covering all football played within Warwickshire, Birmingham and the Black Country, Birmingham County FA currently has over 1,100 affiliated football clubs with a total of nearly 5,000 teams playing all formats of the game with circa 75,000 players at all levels and abilities and 25,000 volunteers who make the game happen each and every week of the season. BCFA sanctions 60 competitions within the region who help organize 48,000 matches each season and with 90% of these games covered by one of our 1,000 match officials.

The positive social and economic impact of the game across the West Midlands is an incredible £522m each year which is why it is so important for people's wellbeing as well as the local economy that the game flourishes at every level especially after a long period with no football being played due to Covid-19.

We have 14 local authorities whom we work closely with alongside seven professional clubs and their charity foundations - just some of the many delivery partners we engage with to support all the local and national participation initiatives. We continue to work towards the FA's new Code of Governance as well as the Advanced Level of Equality Standard for Sport, having already proudly attained the Intermediate Level back in 2019.

#### **The role:**

We have also successfully attained the FA's mandatory Safeguarding Operating Standard (SOS) each year since its inception in 2017/18 and our experienced Designated Safeguarding Officer works closely with the statutory agencies and with our youth leagues and youth clubs on their compliance and best practice in order to make the game safer for children and adults at risk as well as engaging with the youth of today. In order to maintain our SOS compliance and help and support our DSO and safeguarding support team and the wider business, Birmingham County FA is recruiting for an Independent Non-Executive Director to act as Board Safeguarding Champion.



As with all our Directors, this is a volunteer role and ideal for someone with a strategic safeguarding background who can enhance the Board and business with their skills and knowledge.

Birmingham County FA has 24 employees with each Director liaising with the Chair and CEO as well as their dedicated lead for their own area of responsibility. BCFA has just launched its next four year strategy to 2025 and is in a positive and sustained period of growth.

Further information is available in the recruitment documents and also via the following web sites...

**BCFA web site:**

<https://www.birminghamfa.com/>

**The FA web site:**

<https://www.thefa.com/>

Grassroots strategy: <https://www.thefa.com/news/2021/mar/26/fa-new-grassroots-strategy-launched-20210327>

**BCFA 21-25 Strategy – part of our 2021 AGM documents:**

<https://www.birminghamfa.com/about/annual-general-meeting/annual-general-meeting-2021>

**BCFA Welcome Pack:**

<https://www.birminghamfa.com/news/2021/sep/17/birmingham-county-fa-welcome-pack-2021-22>

**For a confidential conversation about the role and becoming part of an exceptional Board of Directors, then please contact the CEO, Kevin Shoemake on, tel: 07966 143526**

To apply for the role, please complete the application form and send it along with a covering letter marked "Private and Confidential" to: Chief Executive Officer, Birmingham County FA, Ray Hall Lane, Great Barr, Birmingham, B43 6JF or email: [kevin.shoemake@birminghamfa.com](mailto:kevin.shoemake@birminghamfa.com)

**The closing date for applications is 12 noon on Monday 8<sup>th</sup> November 2021.** Interviews are scheduled to take place during the day on Wednesday 17<sup>th</sup> November at the County FA headquarters.

If you do not receive a reply by the 12<sup>th</sup> November, then please consider your application unsuccessful.

Birmingham County FA is committed to equal opportunities and 'football for all'. We welcome all applications for any paid and volunteer roles irrespective of background, racial heritage, religious belief, nationality, ethnic origin, gender, sexual orientation, disability, identity or marital status. We will remove unconscious bias as part of the initial selection process.



## Board Safeguarding Champion - Role Profile

<b>Role title</b>	Non-Executive Director - Board Safeguarding Champion
<b>Reports to</b>	Chair of the Board of Directors

<b>Role purpose</b>
<ul style="list-style-type: none"><li>Collectively, the Board of Directors of Birmingham County FA (BCFA) are required to direct the business affairs of the Association and to determine the vision, 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.</li><li>To support the BCFA's Designated Safeguarding Officer and the BCFA safeguarding support team in their roles.</li><li>To ensure Birmingham County FA achieves and retains The FA's Safeguarding Operating Standard for CFAs.</li><li>To ensure the board acts in accordance with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures and any associated guidance including the achievement and retention of The FA Safeguarding Operating Standard.</li><li>To be an active board member championing the safeguarding of children, young people (under the age of 18) and adults at risk in all CFA activities.</li><li>To recognise and champion that all children and young people in football and all adults at risk are entitled to the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.</li></ul>

<b>Location</b>	Birmingham County FA, Ray Hall Lane, Great Barr, Birmingham, B43 6JF. However, there will be a mix of online and face to face meetings as agreed by Directors.
<b>Estimated time commitment to fulfil the role</b>	This role is for an initial two or preferably a three year term of office.  The post requires a commitment to attend a minimum of six (6) bi-monthly Board meetings a year as well as an annual Director's Away Day. Meetings are set annually in advance and are normally held on a Tuesday afternoon, starting at 1pm and normally last in the region of 3 hours. Ideally, we ask Non Executive Directors to also commit to at least one additional day a month in order to fulfil their specific area of responsibility
<b>Remuneration and Expenses</b>	This is a voluntary role. Reasonable out of pocket expenses will be paid in line with the current Birmingham County FA's expense policy.



## Responsibilities

### Safeguarding

- To ensure Birmingham County FA always acts in keeping with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures and the FA's Safeguarding Operating Standard
- To ensure Birmingham County FA's safeguarding responsibilities and accountabilities are embedded in BCFA's strategy, business plan, budget, risk register, operational plan, culture and values
- To act as the Safeguarding Champion and effectively mentor, guide, support and advise the Designated Safeguarding Officer and safeguarding support team in their roles
- To ensure Birmingham County FA enables and provides relevant safeguarding training for the Board, staff and volunteers
- To ensure all staff role profiles have safeguarding responsibilities embedded in them
- To review and develop robust, cost-effective and confidential internal processes and external reporting procedures
- To ensure the board receives and scrutinises information on progress against key areas of work, including case management, independent assessment reports, risks and related challenges
- To support the successful implementation of the FA's Safeguarding Operating Standard
- To ensure the Board, staff and volunteers are aware of and comply with The FA's Safeguarding Operating Standard requirements
- To check and challenge to ensure that the interests of children and young people are paramount in all Birmingham County FA activities and the best interests of adults at risk are given due consideration
- To be available for the Designated Safeguarding Officer and employees to discuss any safeguarding issues or concerns
- To use the whistle-blowing policy if any concerns are not fully addressed by the Birmingham County FA or the Board

### Generic

- Serve as a Director of Birmingham 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 to ensure the effective use of financial and other resources.
- Contribute to constructive debate on all Board matters.
- Promote equality of opportunity throughout the Association and its membership.
- Fully participate in Board induction, training or development and performance monitoring.
- Perform other responsibilities as assigned by the Board.



Person specification	
Qualifications	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Safeguarding related qualification</li> <li>• Extensive safeguarding sector experience at senior level</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Board member or Trustee</li> <li>• Senior management/leadership experience</li> <li>• Statutory agency</li> <li>• Educational establishment</li> </ul>
Skills	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A child-centred belief system and behaviours</li> <li>• Experience of demonstrable and effective governance – and overseeing a strategic approach</li> <li>• Experience of safeguarding or child protection and referrals</li> <li>• Experience of working in adult safeguarding</li> <li>• Knowledge and understanding of grassroots football/sport or other voluntary activity</li> <li>• Awareness and understanding of The FA’s Safeguarding Policy and Procedures and the Safeguarding Operating Standard for CFAs</li> <li>• Ability to ask probing questions and listen effectively</li> <li>• Excellent communication skills</li> <li>• Experience of problem-solving</li> <li>• Strategic leadership and management skills. The ability to develop and monitor organisational strategy.</li> <li>• Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation.</li> <li>• The ability to debate, discuss and challenge in a constructive manner.</li> <li>• Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the association.</li> <li>• An ability to understand financial accounts, management accounts and budgeting.</li> <li>• Access to and ability to use email and the internet.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Football volunteer, coach or officiating experience</li> <li>• Experience of organisational assessments, audits or inspections</li> <li>• Experience of being a Director or Trust, Committee or working groups</li> <li>• Knowledge of the NSPCC and/or other Child protection bodies or agencies</li> <li>• Knowledge of compliance frameworks</li> <li>• Youth Engagement</li> </ul>



Knowledge and experience	
<b>Essential</b> <ul style="list-style-type: none"> <li>• A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the association.</li> <li>• An understanding of and a commitment to equality in action.</li> <li>• Interest in grassroots sport</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• An understanding of grassroots football and the local football landscape</li> <li>• Understanding of a County FA</li> <li>• The FA Grassroots Football Strategy</li> <li>• Positive and pro-active attitude</li> <li>• Understanding of not for profit organisations</li> </ul>
<b>Enhanced DBS Check required?</b>	YES
<b>Check required on Companies House disqualified directors' register?</b>	YES
<b>Full driving licence?</b>	YES or the ability to travel around the region or nationally as and when required
<b>The role holder will be expected to understand and work in accordance with BCFA's values and behaviours</b>	
BCFA Values	BCFA Behaviours
SUPPORTIVE	<b>WE work together in an engaging &amp; collaborative way to allow everyone to reach their full potential:</b> <ul style="list-style-type: none"> <li>• Trust</li> <li>• Collaborate</li> <li>• Respect</li> <li>• Caring</li> </ul>
INNOVATIVE	<b>WE aspire to work in an environment where creative thinking adds value &amp; generates positive outputs:</b> <ul style="list-style-type: none"> <li>• Modernise</li> <li>• Inventive</li> <li>• Challenge the 'norm'</li> <li>• Adaptable</li> </ul>
INCLUSIVE	<b>WE are an open &amp; transparent organisation that reflects &amp; respects the skills, Knowledge &amp; background of its people &amp; communities:</b> <ul style="list-style-type: none"> <li>• For All</li> <li>• Open Minded</li> <li>• Honest</li> <li>• Equal</li> </ul>
POSITIVE	<b>WE bring energy &amp; enthusiasm to all aspects of our roles and inspire others every day with our attitude and commitment:</b> <ul style="list-style-type: none"> <li>• Helpful</li> <li>• Encouraging</li> <li>• Excellence</li> <li>• Optimistic</li> </ul>



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<b>Role profile reviewed and modified by:</b>	Kevin Shoemake, CEO	
<b>Date role profile reviewed and modified:</b>	20 <sup>th</sup> October 2021	
<b>Role profile authorised by:</b>	Chairman and CEO and FA BSC template	
<b>Signed by role holder (on appointment):</b>		
<b>Date signed:</b>		
<b>Board Commitment Statement &amp; Role Profile Signed:</b>	Yes / No	Date:
	Yes / No	Date:

One copy to be retained by the role holder, one signed copy to be stored confidentially by the Association.