INDEPENDENT CHAIR OF THE BOARD OF DIRECTORS

VACANCIES

BIRMINGHAM COUNTY FOOTBALL ASSOCIATION
FORWARD

ENGLAND FOOTBALL

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VACANCY

Due to the current Chair's term of office ending, a fabulous opportunity has arisen to join the Board and wider team at Birmingham County Football Association (BCFA) as our new Independent Chair. This is an exciting opportunity for an experienced leader to help shape the future of football across the West Midlands Combined Authority and Warwickshire, guiding the strategic direction of the Association and ensuring the game remains inclusive, sustainable, accessible, safe and enjoyable for all.

Football plays a vital role in bringing communities together and creating opportunities for people of all ages and backgrounds. As Independent Chair, you will have the opportunity to make a meaningful difference, helping BCFA build on its achievements, respond to emerging challenges and realise its ambitions for the future of grassroots football and how the game positively benefits local communities and other social agendas.

Working in partnership with the Board, Chief Executive and Senior Leadership Team, the Independent Chair will provide strategic leadership, independent judgement and constructive challenge, ensuring that the Association operates with integrity, transparency and strong accountability. You will lead the Board in setting and monitoring the organisation's strategic and financial priorities, ensuring alignment with The FA's national strategy, regulatory requirements and the needs of the communities, clubs, leagues and volunteers we serve.

The new Chair will play a pivotal role in promoting effective governance, overseeing organisational performance, financial sustainability and risk management, while supporting and constructively challenging the Chief Executive and Senior Leadership Team to deliver the Association's business objectives. You will help ensure that decisions are made in the best interests of football across the region, maintaining high standards of conduct, safeguarding and accountability.

We are seeking an individual with strong strategic leadership, communication and interpersonal skills, sound judgement and the ability to bring people together around a shared vision. Experience of board-level leadership, governance, organisational oversight or risk management will be valuable, alongside an understanding of financial performance, regulatory compliance and the legal responsibilities and obligations of a non-executive director. A commitment to equality, diversity and inclusion, safeguarding and creating positive experiences for all participants is essential.

VACANCY

As Independent Chair, you will champion BCFA's purpose of Improving Lives by Improving Football and our Planet, helping to build on the Association's commitment to developing, promoting and governing football at every level. You will encourage collaboration, welcome diverse perspectives, act as a local and national Ambassador and ensure that the Board provides effective leadership, scrutiny and support as the organisation continues to grow and innovate.

This is an opportunity to apply your experience, shape an organisation with a meaningful community purpose and leave a lasting legacy for grassroots football and community cohesion. By working collectively with the Board, Chief Executive and wider BCFA team, you will help ensure that Birmingham County FA remains a trusted, progressive and respected football organisation, committed to delivering safe, fun and inclusive football for all.

ABOUT

An inspiring and professional organisation, Birmingham County Football Association (BCFA) is the non profit-making governing body of football in the West Midlands & Warwickshire.

We not only govern the game across the West Midlands and Warwickshire, but we also promote and develop all aspect and formats of the game and support clubs and leagues and their volunteers to do likewise whilst providing opportunities for all our communities to engage in fun and safe football activities, both on and off the field of play.

Today we have over 950 clubs with 6,400 teams under our auspices, stretching across one of the largest geographical County FA boundaries in the country. We have delegated powers from the Football Association to manage and administer the rules and regulations to ensure fair play in the grassroots game, both on and off the pitch. We strive to positively influence football participation FOR ALL and build on the enjoyment that 75,000 players of all ages playing in 55 sanctioned competitions across 48,000 matches which are officiated by 1,800 qualified Referees and supported by 22,000 dedicated volunteers – all of whom contribute to a positive social economic impact of £745m each year just within our region.







OUR PURPOSE

Improving lives by improving football and our planet

OUR VISION

To be a dynamic, progressive, community focused organisation that delivers safe, fun and inclusive football for all whilst caring for our people and our planet

OUR VALUES



Supportive
We work together in an engaging and collaborative way



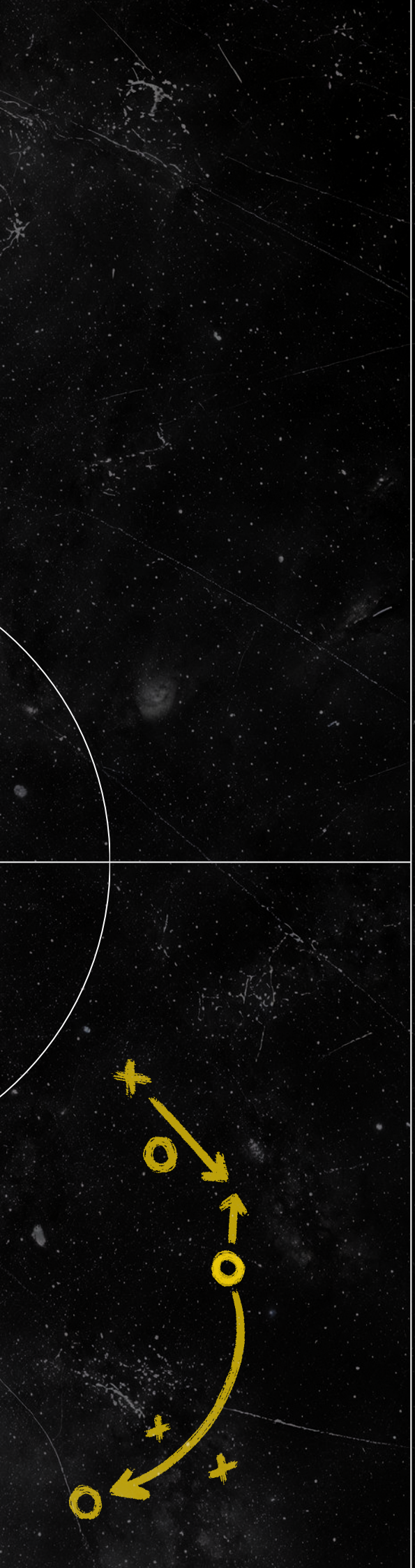
Innovative
We aspire to work in a creative environment



Inclusive
We are an open and transparent organisation



Positive
We bring energy and enthusiasm to all aspects of our roles



CEO INTRODUCTION



This is a really exciting time to be part of Birmingham County FA, one of the largest and best FA's in the country.

We have a high-level Board of Directors who meet quarterly with the majority being Independent Chair of the Board of Directors of the Association. Directors of the Association are volunteers with each Board member given a specific area of responsibility aligned to their skill sets who can complete a maximum of three, three year terms in their role, nine years in total. We also have an exceptional Executive team of 26 dedicated employees led by me and an experienced and high-performing Senior Leadership Team. As with most organisations, the Board sets and monitors the strategic direction which is closely aligned to the FA's national game strategy. The Executive is then set several key performance indicators by the FA which have a bearing on our current and future levels of funding. In doing so, we have recognised the benefits of hybrid working and empower our fabulous group of employees to achieve their targets whilst allowing them the flexibility to be the best they can be every day.

However, Birmingham County FA is renowned for going over and above what is expected as we recognise that football is not just a game played for 90 minutes and far from just kicking a bag of wind from one end of a pitch to another. The game, in its wider context, is impactful and far reaching and brings communities together both on and off the pitch. Participation will help with mental and physical wellbeing with the positive economic impact of the game within the region being more than £745m each season which is why growth in all areas of the game is so important. We also recognise that the game has a huge environmental impact our local and national climate which is why we have set ourselves a BIG ambition to reduce our own and the wider game's carbon footprint via our renowned and award-winning Save Today, Play Tomorrow programme and educate the football family in doing likewise. Safeguarding is another fundamental and mandatory element of what we do and the support we provide Clubs and Leagues is key in making the game safe, fun and enjoyable for all participants and especially the younger generations and vulnerable adults who participate each week. We proudly have the cheapest affiliation fees in the Country which has driven growth in all areas and in all formats of the game and in line with our core purpose of Improving Lives by Improving Football and our Planet.

We're proud to have celebrated the Association's 150th anniversary in season 25-26.

CEO INTRODUCTION

It is this main purpose along with our vision, our culture and our shared values which are the foundations of our successes of which there are many, namely:

• Record numbers of teams affiliating across all formats of the game.

• Continued growth in male participation including the traditional 11v11 game and walking football.

• Substantial growth in all aspects of the women's and girls' game along with an enhanced profile culminating in over 10,000 registered players in 23-24 season.

• Significant growth in the number of disabled players accessing the game.

• An increased commitment and delivery on our wider equality, diversity and inclusion agenda aligned with our renowned D.I.A.P.

• Continued growth in the number of volunteers servicing and supporting the grassroots game.

• A huge investment into improving facilities across the region with over 2,800 applications totalling nearly £50m of grants awarded since 2000.

• Development of non-traditional formats of the game.

• A huge investment into improving facilities across the region

The development of new partnerships and investment into the game locally;

• Improved relationships with stakeholders and increased levels of customer service.

• The delivery of 15 prestigious County Cup Competitions with record breaking attendances.

• Passing our independent Safeguarding assessment each year since its inception in 2019-20 season.

• Proudly awarded the FA's Code of Governance in 2024

• Winning several local and national awards including the Kings Award for Enterprise for our unique sustainability programme.

• Developing the BCFA Headquarters in Great Barr with an investment of over £1.5m into two grass pitches and a brand new, state of the art, 3G pitch for the local commuinity.



CEO INTRODUCTION

However, we are a County FA that does not sit still and rest on our laurels – far from it.

Our successes of the past become the bedrock and benchmarks for our future growth.

Therefore, the position of the new Independent Chair of the Board of Directors is key and pivotal to achieving our strategic and financial objectives, driving the Association's profitability forward into the future, reduce financial risk and ensuring that the Association continues to be a high performing, well respected and highly regarded County FA that delivers safe, fun and inclusive football experience FOR ALL members of the various communities which we, our clubs and our leagues serve

For further information please see the links to our new strategy and governing documents:



BCFA WEBSITE

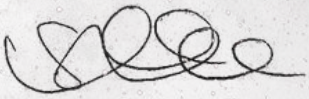
BCFA STRATEGY

THE FOOTBALL ASSOCIATION

BCFA GOVERNING DOCUMENTS

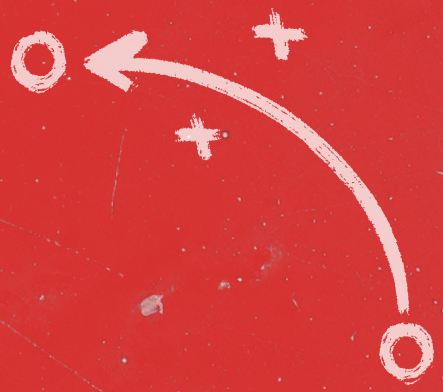
SAVE TODAY, PLAY TOMORROW

Thank you in advance for considering applying for one of the roles and potentially joining me, the existing Board members and the BCFA team in driving this fabulous business forward and in achieving all that we want to do for the benefit of the game.



Kevin Shoemake, CEO

JOB PURPOSE & PERSON SPECIFICATION



PURPOSE

- To be responsible for the leadership of the Board of Directors and is accountable to the Membership of Birmingham County Football Association. He or she will be responsible for overseeing the affairs of the Association and for ensuring that the Board meets its obligations and responsibilities to the Association
- To hold the Board to account for the performance of the Association providing inclusive leadership to the Board of Directors, ensuring that each Director fulfils their duties and responsibilities for the effective governance of the Association
- To ensure organisational compliance with The FA's Code of Governance, Safeguarding 365, Finance and A game for all standards
- To act as an ambassador for the Association
- To maintain independence and manage any conflicts of interest within the Board
- The Chief Executive Officer reports to the Board of Directors through the Chair who is directly responsible for his or her performance review and management.

SKILLS

Essential

- Excellent meeting chairing skills including the ability to generate a productive group discussion ensuring that all voices and points of view are heard and given due consideration
- Strategic leadership and management skills
- The ability to facilitate a positive Board culture, and in particular the relationship between the Board and the executive workforce
- Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation
- Excellent interpersonal skills including rapport-building, active-listening and incisive questioning
- Recruitment and selection skills
- The ability to form productive relationships both internally and externally and strategic partnerships for the benefit of the Association.

Desirable

- Performance management and conducting appraisals (in relation to the management of a CEO)
- Business coaching and mentoring
- Working with Board skills audits and Board recruitment processes
- Financial interpretation and analytical skills
- Knowledge and successful experience of succession planning and implementation

JOB PURPOSE
& PERSON SPECIFICATION

KNOWLEDGE

Essential

- Knowledge and understanding of the responsibilities of a Board Director
- Knowledge and understanding of the Companies Act (2006)
- An understanding of the Articles of Association of Birmingham County FA and their application
- Knowledge of Grassroots Football and the role of the Association in its governance
- Knowledge of the County FA Governance Code
- Understanding of how to apply principles of inclusive practice
- Knowledge and understanding of financial accounts, management accounts and budgeting
- An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations
- 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 commitment to equality, diversity and inclusion
- Effective use of digital communication including email and the internet

Desirable

- Knowledge of other key areas of legislation including Health and Safety, Employment, GDPR, Bribery and anti-corruption, whistleblowing and Taxation
- Risk management
- Customer experience and engagement
- Succession planning



JOB PURPOSE & PERSON SPECIFICATION



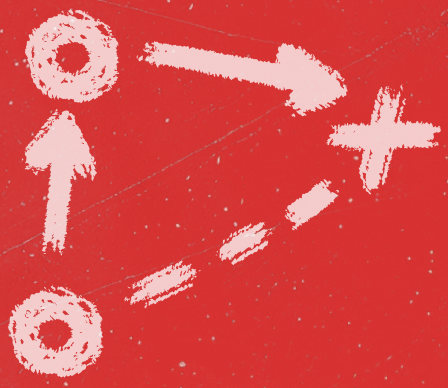
RESPONSIBILITIES

- 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)
- Ensure that the Board maintains and demonstrates a clear division between the Board's management and oversight role and the executive's operational role
- Lead the Board in the approval of the long-term financial plan and annual budget
- Set the agenda for each Board meeting in consultation with the CEO
- Chair Board meetings effectively, ensuring that Directors receive accurate, timely and clear information and that adequate time is available for discussion
- Ensure that minutes and action logs are reviewed and that meetings are kept on track in line with the agenda
- Lead the Board in demonstrating transparency and accountability, engaging effectively with stakeholders and nurturing internal democracy
- Set an example in the values and behaviours adopted, acting at all times in line with the Code of Conduct agreed by the Board
- Monitor the delivery of the strategic plan and objectives of the Association
- Oversees financial sustainability, reserves, investment, major expenditure and significant contractual commitments
- Maintains a proportionate risk management framework and receives meaningful assurance from the Audit Committee
- Ensure the Board receives regular assurance regarding safeguarding, welfare and participant safety, including with compliance with FA safeguarding requirements, management of safeguarding risks, and organisational learning arising from safeguarding concerns
- Ensure the Association responds to changes in participation, demographics, funding, facilities and the wider football environment
- Promote a culture of continuous improvement, accountability and evidence-based decision-making
- Promote a culture of openness, transparency, accountability and psychological safety in which concerns can be made without fear of detriment
- Provide leadership during significant organisational incidents, crises or reputational challenges and ensure appropriate governance oversight and stakeholder communication

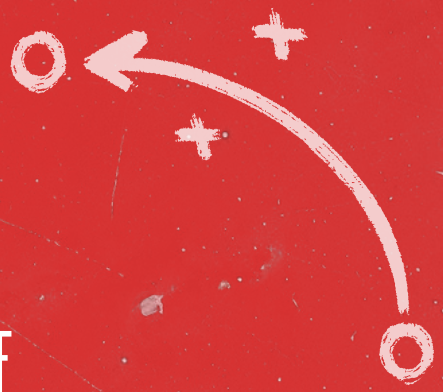
JOB PURPOSE
& PERSON SPECIFICATION

RESPONSIBILITIES

- Undertake and maintain evaluation records of the Board's skills and performance and of individual Directors, and that of its committees in line with the Code of Governance
- Ensure effective succession and continuity planning for the CEO and other critical leadership roles
- Review, with the CEO, any issues of concern to the Board including the wellbeing of staff and the wider workforce of the Association
- Manage the performance of the CEO, providing opportunities for coaching and development as required
- Lead the Board in identifying proportionate and appropriate actions to be taken to support and/or maintain diversity targets set and agreed for the Board
- Maintain effective relationships with The FA, affiliated leagues, clubs, participants, volunteers, staff members, supporters and external stakeholders/partners
- Use evaluation findings to develop the skills and effectiveness of the Board
- Appoint Chairs to the various advisory groups in consultation with members of the Board
- Perform other responsibilities as assigned by the Board
- Willingness to undertake relevant induction, training and ongoing professional development
- The Independent Chair must be capable of exercising objective judgement, providing constructive challenge and acting solely in the best interests of Birmingham County FA
- Provide leadership and assurance that safeguarding, welfare, equality, dignity and safe participation remain central to the Association's culture, strategic decisions and governance.



JOB PURPOSE & PERSON SPECIFICATION



QUALIFICATIONS

Essential

- No specific qualifications are essential to perform this role of Chair
- However, where the Chair performs a specific function on the Board in addition to Chair, qualifications may be required

Desirable

- Relevant professional qualifications in governance, leadership, finance, law, human resources or management

EXPERIENCE

Essential

- Demonstrable experience of leadership at Board, executive, senior management or equivalent organisational level
- Experience of governance, strategic planning, organisational oversight or managing complex stakeholder relationships
- Experience of chairing meetings, facilitating discussion and achieving consensus among people with differing views
- Experience of contributing to organisational development, change management or long-term planning.

Desirable

- Previous experience as a Chairperson, Non-Executive Director, trustee, committee chair or Board member
- Experience in a regulated, membership-based, charitable, public-sector or not-for-profit organisation
- Experience of financial oversight, audit, risk management or organisational assurance
- Experience of football administration, the grassroots game, affiliated leagues and clubs, or the wider sports sector
- Experience of organisational transformation, digital development or managing reputational challenges

DIRECT REPORTS & ADDITIONAL REQUIREMENTS

Direct Reports	CEO and Board Secretary
Location	Home based with occasional travel to Birmingham County FA HQ, Ray Hall Lane, Birmingham, B43 6JF for meetings and working groups. Regional and National meetings may be held from time to time with the majority of these either in London (Wembley) or Burton (St George's Park) or within the South-West area for County FA Regional meetings.
Estimated time commitment	The role requires a commitment of up to 20 hours per month. The role requires the Chair to attend and lead four Board meetings and possibly one 'strategy' day per year. Board meetings are normally held quarterly on Friday's (Jan/Apr/Jul/Oct) at Birmingham County FA HQ and last in the region of 3 hours. The Chair is also required to attend General Meetings and other ad hoc events held within the County such as FA quarterly reviews. The Chair is responsible for the line management of the CEO, undertaking Board evaluations and supporting the maintenance of wider stakeholder relationships. The Chair may also wish to attend monthly SLT meetings which take place on the last Friday of each month although this is not mandatory for the role.
Remuneration or Expenses	This is a voluntary role which is not currently accompanied by any financial remuneration. County FA Expenses will be paid in line with the current Expense Policy of Birmingham County. 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. The Chair & Directors are able to purchase England match tickets or FA Cup Final tickets – both subject to availability and strict terms and conditions. An iPad and kit are also provided.
Terms of appointment	3 x 3 Year terms in accordance with Article 16 and 17 of Birmingham County FA's Articles of Association.
Enhanced DBS Check required?	Yes
Check Companies House Disqualified Directors' Register?	Yes
Full driving licence or the ability to travel locally, regionally and nationally?	Yes



APPLICATION PROCESS

To apply, please send the requested documents below
marked **"Board application - Private and Confidential"** to:
Luke Bowles, Head of Football Development & Deputy Senior Safeguarding Lead,
Birmingham County FA, Ray Hall Lane, Great Barr, Birmingham, B43 6JF
or via email to **Luke.Bowles@BirminghamFA.com**

To apply for this role, you must submit the following:

YOUR CV

EDI FORM

Click to view

COVER LETTER

A maximum TWO page covering Letter – detailing which of the three strategic roles you are applying for along with a summary of your specific skills, knowledge and experience and any football and/or sport involvement and current and/or previous Directorships and why you wish to be considered and what you will bring to the association. Application Statement. Your letter should detail your relevant skills, knowledge and experience, including your leadership, management and governance capabilities. You should also provide details of any involvement in football and/or other sports, together with any current or previous Directorships, board-level responsibilities or relevant leadership positions held. Your application should explain why you wish to be considered for the position of Chair, your understanding of the responsibilities involved and the qualities and experience you would bring to the role. In particular, please outline how you would contribute to the strategic direction, effective governance and long-term development of the Association, providing leadership, supporting the Board and ensuring the Association continues to operate in the best interests of its members and the wider football and sporting community

The Board of Directors act in a voluntary capacity with out of pocket expenses provided along with BCFA branded kit and access to priority FA/England tickets to purchase.

All applications and documentation to be emailed to **Luke.Bowles@BirminghamFA.com**

We will not be able to respond to all candidates who
are not successful in being shortlisted.

Birmingham County FA are committed to equality of opportunity and welcome applications from all sections of the community.