



Cornwall County Football Association Limited

Independent Non-Executive Director (INED) to lead on HR

The Role:

We are looking for a passionate and innovative individual to sit on our Board of Directors

The HR Director will be the strategic lead for Human Resource activity including staff health and wellbeing within the organisation, centring on driving people management strategy and being a support mechanism for the CEO to ensure that all HR policies and procedures are being followed.

- To review and recommend current and future strategic HR resourcing, training and development and annual budgets and plans to the Board
- To promote and champion health and wellbeing initiatives that will benefit and support both the Board of Directors and staff.
- To actively contribute to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets, plans and charitable objectives
- To ensure that HR activities and interventions are linked to the company's objectives and complement the company culture
- To ensure highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition as well as staff and director development.
- Assess risks and measure the impact of HR interventions in the light of changing legal requirements and best practice.
- Implement company policies and practices in the context of furthering objectives and evaluating how they impact the staff.
- Ensure long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals.
- Attend any relevant committees
- Undertake such other duties as Cornwall FA Board may direct from time to time.

About Cornwall FA:

We are the not for profit governing body for football in Cornwall. We lead, govern, support, safeguard and deliver playing opportunities to all aspects of the game in the county.

Cornwall FA Board

The board is collectively responsible for the long-term success of the Association and exclusively empowered to lead it. Matters reserved to the Board include:

- Approval of the Association's strategy
- Approval of the long-term financial plan and annual budget.

- Monitoring delivery of the strategic plan and objectives.
- Periodic review of the financial plan and performance against annual budget.
- Ensuring legal and regulatory compliance as required.
- Periodic review of major risks.
- Discussion of, and engagement with, stakeholder proposals and concerns; and
- A process to identify areas where the Board may be assisted by further education and training.

Time Commitment

There are usually 9 Board meetings per year, on a weekday at the County Office, Kernow House, 15 Callywith Gate, Launceston Road, Bodmin PL31 2RQ. The timing is fixed to ensure all members can be present.

This is a volunteer role

Travel expenses are paid in accordance with the Association's expense policy

| Person Specification |
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| Qualifications |
| <ul style="list-style-type: none"> ▪ CIPD qualified at level 5 or above or equivalent role experience in HR |
| Skills |
| <ul style="list-style-type: none"> ▪ Experience of performance management, HR/employment law issues and implementing them contextually ▪ Strategic leadership and management skills. The ability to develop and monitor organisational strategy. ▪ 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. ▪ An understanding of financial accounts, management accounts and budgeting. ▪ Access to and ability to use, email and the internet. |
| Knowledge |
| <ul style="list-style-type: none"> ▪ 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. ▪ Some knowledge, understanding and interest in grassroots sport, particularly football, and other related activities. |

How to apply:

Complete the application form and submit to the Chief Executive Officer, Dawn Aberdeen via email: dawn.aberdeen@cornwallfa.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.

We would appreciate if you could complete the Equality & Diversity Monitoring form with your application. 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.

Cornwall FA is committed to equality of opportunity. We would welcome applications from all aspects of the community.

The interview process:

The closing date for receipt of applications will be Friday 17th September 2021

Applications will be shortlisted, and we will invite selected candidates for interview.

Interviews will provisionally take place week commencing Monday 20th September 2021

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 Dawn Aberdeen, CEO by email:
dawn.aberdeen@cornwallfa.com