

DERBYSHIRE FA



**DERBYSHIRE FA**

**H.R. & PEOPLE DIRECTOR**

**APPLICATION PACK**



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## 1. THE ROLE

Derbyshire County FA are inviting applications to join the Board of Directors as a Non-Executive HR & People Director. The individual will be responsible for shaping and driving the organisation's people strategy, ensuring alignment with overall business goals while championing culture, talent development, and workforce wellbeing at the highest level.

### Volunteering as a Board Director

This is a voluntary role in which you will be expected to attend bi-monthly Board meetings and to collaborate with Board Directors and other stakeholders in the strategic development of the organisation. You will support with the recruitment of the Strategic Inclusion Advisory Group members and chair a minimum of 4 meetings each year as well as the associated communications and group engagements.

### What can we offer?

- An exciting opportunity to be part of a forward-thinking progressing business.
- To work with key stakeholders within grassroots and the professional game.
- Access and commitment to personal development and training opportunities.





## 2. ABOUT DERBYSHIRE FA

Derbyshire County FA is the governing body for football in Derbyshire. We are responsible for leading, serving and developing the game at grassroots level.

We are on a mission to support and connect with the footballing community in Derbyshire, providing a safe and inclusive environment for all.

We pride ourselves on the following values:

### INNOVATION

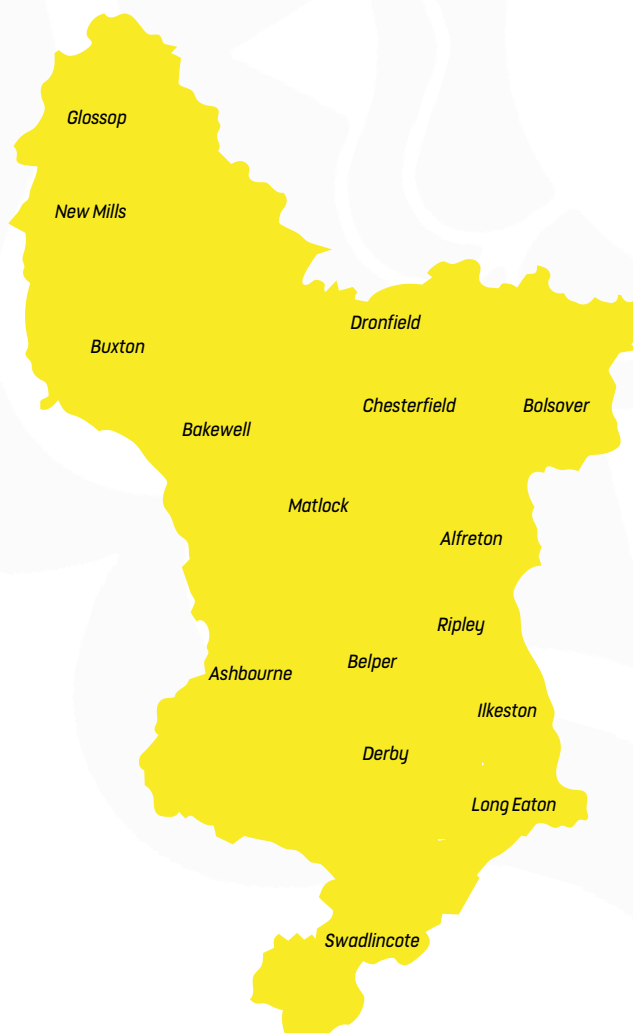
Adopting new technologies and digital platforms for training and communication, encouraging creativity to our community.

### INSPIRATION

Showcasing success stories, celebrating local talent and leading by example with teamwork, perseverance, and fair play.

### INCLUSION

Implementing programs that ensure underrepresented groups can participate in all areas of football.





### 3. ROLE DESCRIPTION

Role Title	HR & People Director
Reports to	Chair of Derbyshire FA Board of Directors
Location	Derbyshire FA, 8 & 9 Stadium Business Court, Millennium Way, Derby, DE24 8HP
Salary	Voluntary (Expenses included)
Term	Three-year term from appointment, after which applicants are eligible for reappointment

#### DERBYSHIRE COUNTY FA BOARD

The Board of the Association serves as the ultimate decision-making body and holds all the powers of the Association. It is responsible for establishing the Association's strategy while ensuring a clear distinction between its management and oversight responsibilities and the role of the Chief Executive Officer.

#### ROLE PURPOSE

The role will be the strategic lead for Human Resources and people activity within the Association, creating and implementing a People Plan to cover wellbeing and safety to support the Association in its wider people development practices. To support the Associations Senior Management Team in embedding culture, diversity and inclusion throughout the Association. The role is accountable to the Board of Directors through the Chair.

#### RESPONSIBILITIES

- To Chair the People Development & Remuneration Committee of the association (meets at least twice per annum)
- To serve as a Director of the Association and to actively participate in its strategic management.
- To execute the responsibilities of Company Directors in accordance with the Companies Act (2006) and other relevant legislation.
- To safeguard the interests of the Membership and stakeholders of the Association.
- To fully participate in Board induction, training or development and performance monitoring.
- To review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the Board
- To actively contribute to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets and plans.
- To ensure that HR activities and interventions are linked to the company's objectives and complement the company culture.
- To ensure the Board monitors and reviews the performance of the company's Chief Executive, rewards performance accordingly and identifies appropriate development opportunities.
- To ensure highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition as well as staff and board 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 beneficiaries and staff.
- Ensure long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals.
- To establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- To 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.
- To oversee the management of risk to the Association, including matters of Welfare and Safety.
- To develop and maintain an effective corporate governance structure.
- To promote equality of opportunity throughout the Association.
- Always acting in line with the Code of Conduct agreed by the Board.
- To perform other responsibilities as assigned by the Board.

## KNOWLEDGE & EXPERIENCE REQUIRED

### ESSENTIAL

- 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 ability to understand financial accounts, management accounts and budgeting.
- Thorough knowledge of Company Law and the companies Act (2006)
- An understanding of and commitment to equality, diversity and inclusion.

### DESIRABLE

- A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association.
- Knowledge and understanding of the Safeguarding Requirements for the Association.
- Knowledge of the Articles of Association and their application.
- Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance.
- Knowledge of the County FA Governance Code.
- Understanding of the Charities Commission.
- Knowledge and understanding of grassroots football and related activities.
- An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.

Check Companies House Disqualified Directors Register?

YES



ENGLAND  
FOOTBALL

Role Profile agreed by the Board of Derbyshire FA and signed on behalf of the Board by the Chairperson:	Name	Signature
	Frank McArdle	F. McArdle
Date Role Profile agreed by the Board:	4 August 2025	

## 4. HOW TO APPLY

- To apply for the role, please fill out the [Application Form](#) by clicking on the link.
- Complete the [Equality & Monitoring Form](#). Please note that completing this form is entirely voluntary.

## 5. SELECTION PROCESS

- The closing date is Monday 15<sup>th</sup> September.
- Shortlisted applicants will be contacted by Monday 22<sup>nd</sup> September to arrange a mutually convenient interview time.
- Interviews will be held on Wednesday 1<sup>st</sup> October.
- If required, second interviews may be held in order to determine the most suitable candidate for the role.
- If you have any queries or questions regarding the role, please contact Frank McArdle, Derbyshire FA Chair. Email [frankmcardle@hotmail.com](mailto:frankmcardle@hotmail.com) for an informal conversation.







**DERBYSHIRE COUNTY  
FOOTBALL ASSOCIATION**