



DERBYSHIRE FA

HR DIRECTOR

APPLICATION PACKAGE





DERBYSHIRE FA

Non-Executive Human Resources Director – Application Package

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1. The Role

Derbyshire County FA are inviting applications to join the Board of Directors as a Non-Executive Human Resources Director. The Human Resources Director will be the strategic lead for Human Resource activity within the organisation, responsible for driving people management strategy and supporting the Senior Management Team to ensure that all HR policies and procedures are being followed. The role is accountable to the Board of Directors through the Chair.

2. Volunteering as a Board Director

This is a volunteer 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.

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.

3. Role Description

Role Title	Non-Executive Human Resources Director
Reports to	Chair of Derbyshire County FA Board of Directors
Location	Derbyshire County FA offices, 8 & 9 Stadium Business Court, Millennium Way, Pride Park, 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 is the ultimate decision-making body and accordingly exercise all of the powers of the Association. The Board is responsible for setting the strategy of the Association and maintaining and demonstrating a clear division between the Board's management and oversight role and the chief executive officer.

Role Purpose

The Human Resources Director will be the strategic lead for Human Resource activity within the organisation, responsible for driving people management strategy and supporting the Senior Management Team to ensure that all HR policies and procedures are being followed. The role is accountable to the Board of Directors through the Chair.

Responsibilities

- 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/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, evaluating 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 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.
 - Attend any relevant committees E.g. Remuneration
 - Undertake such other duties as Board may direct from time to time.
 - 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 set challenging objectives for continuously improved performance.
 - To oversee the management of risk to the Association, including matters of Health and Safety.
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- To develop and maintain an effective corporate governance structure.
- To contribute to constructive debate on all Board matters.
- To promote equality of opportunity throughout the Association.
- To set an example in the values and behaviours adopted, acting at all times in line with the Code of Conduct agreed by the Board.
- To serve as an ex officio member of all committees.
- To perform other responsibilities as assigned by the Board.

Person Specification	
Qualifications	
Essential <ul style="list-style-type: none"> ○ CIPD qualified at level 5 or above or a qualification in employment law. 	Desirable <p>A management qualification.</p>
Skills	
Essential <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 ability to understand financial accounts, management accounts and budgeting. ○ Access to and ability to use, email and the internet. 	Desirable <p>A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the Association.</p> <ul style="list-style-type: none"> ○ 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.
Knowledge	
Essential <ul style="list-style-type: none"> ○ Thorough knowledge of Company Law and the companies Act (2006) ○ An understanding of and commitment to equality, diversity and inclusion. 	Desirable <ul style="list-style-type: none"> ○ 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
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The Role Holder will be expected to understand and work in accordance with the values and behaviours described below
The values below are those of The FA.

FA Value	Behaviours
PROGRESSIVE	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
DETERMINED	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
EXCELLENT	The very best outcome achieved by sustained excellence in performance <ul style="list-style-type: none"> ○ Seeks to achieve the highest levels of performance at all times ○ Can be persistent to achieve a standard that others consider impossible ○ Challenges others to go further and achieve more

Role Profile agreed by the Board of Derbyshire County FA Board and signed on behalf of the Board by the Chairperson:	Name	Signature
	Frank McArdle	F.McArdle
Date Role Profile agreed by the Board:	21 st July 2021	





4. How to apply

- Complete the [Application Form](#) no later than **12pm Friday 1st October 2021**. Please note that no applications will be accepted after this time.
- Complete the [Equality and Diversity Monitoring Form](#) Please note that completing this form is entirely voluntary.

5. Selection Process

- Shortlisted applicants will be contacted by 8th October 2021 to arrange a mutually convenient interview time.
- Interviews will be held on Monday 18th October 2021 and Tuesday 19th October 2021
- 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 Ricky Stevenson, Chief Executive Officer, Email: ricky.stevenson@derbyshirefa.com for informal conversation.

