

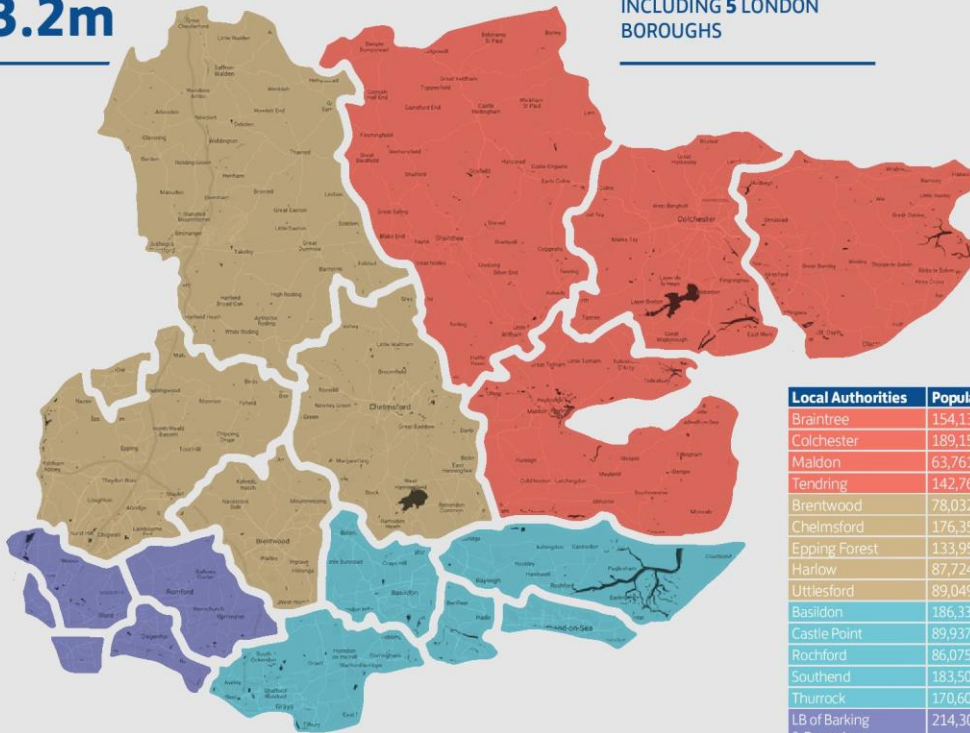
ESSEX COUNTY FOOTBALL ASSOCIATION

INDEPENDENT BOARD MEMBER APPLICATION PACK 2018

TOTAL
POPULATION
OF MORE THAN
3.2m

19
LOCAL AUTHORITIES,
INCLUDING 5 LONDON
BOROUGHS

MORE THAN
100,000
PROJECTED POPULATION
GROWTH BY 2021



MORE THAN
4,200
TEAMS

39
LEAGUES

MORE THAN
1,100
CLUBS

Local Authorities	Population 2018	Population 2021	Clubs	Teams
Braintree	154,134	157,547	77	288
Colchester	189,153	194,640	92	298
Maldon	63,761	64,751	30	101
Tendring	142,768	145,695	54	192
Brentwood	78,032	80,170	41	222
Chelmsford	176,353	180,106	107	407
Epping Forest	133,954	138,231	55	237
Harlow	87,724	90,088	51	206
Uttlesford	89,049	92,879	34	167
Basildon	186,331	191,084	92	359
Castle Point	89,937	91,095	43	163
Rochford	86,075	87,422	49	234
Southend	183,500	188,100	70	313
Thurrock	170,600	176,400	88	273
LB of Barking & Dagenham	214,300	225,000	66	166
LB of Havering	259,600	269,600	64	352
LB of Newham	352,500	366,400	21	43
LB of Redbridge	306,800	317,900	84	192
LB of Waltham Forest	283,100	292,900	25	50
	3,247,671	3,350,008	1,143	4,263





“Creating a united grassroots environment which delivers football opportunity for all”

Thank you for your interest in becoming part of our Board. Football is the most popular sport in the UK and we’re delivering great experiences across Essex.

The Essex County FA are one of the largest County FAs in the country for football participation, with more than 4,200 teams playing football in Essex. The Essex County FA ‘Moving Forward’ and FA National Game Strategies for 2018-2021 outline our strategic direction to create a united grassroots football environment which delivers football opportunity for all.

One of those strategic objectives is to ensure our corporate governance structure is operating effectively and efficiently, and we are seeking to recruit an Independent Director Board Member to support us in achieving that objective.

Whether you’re a life-long football enthusiast, player, volunteer, coach or a corporate professional looking to volunteer your expertise, we are committed to creating a Board of diverse skills, experience and backgrounds which can add value to the game.

We are running an open application process to attract and recruit the best person for the role. In this pack, you will find details of the skills and experience we are looking for, our organisational values and the process for applying. If you have any questions, please contact brendan.walsh@essexfa.com, our Chief Executive Officer. I am looking forward to reading your application.

Wayne Deller
Essex County FA Chairperson

Our Board Structure

The Board operates with five members and ensures the Essex County FA is effectively and efficiently run, with appropriate oversight and governance.

Chairperson
(Wayne Deller)

Director
(Andrew Chaplin)

Director
(Barry Fitzgerald)

Director
(David Emerton)

Independent Director
(Vacant)

Board Role Overview

The Essex County FA Board is tasked with the following key roles:

Act as leaders to **develop, support and govern** football across Essex

Monitor and evaluate the **Essex County FA’s 2018-2021: Moving Forward Strategy**

Ensure that the **financial resources and people** are in place for the County FA to meet its objectives

Provide **effective controls** which enable risks to be understood, assessed and managed

Provide monitoring and evaluation of success through effective **performance management**

Ensure that its obligations to its **association members** and others are understood and met

Commitment

Board Members are expected to commit, on average, between seven and ten hours per month.

This includes attending the monthly Board Meetings as well as being asked to lead and/or sit on advisory working groups.

Board Member Key Accountabilities

All Directors will hold collective responsibility for ensuring the Essex County FA Board is efficient and effective.

The following accountabilities apply to all Board Members.

Strategic	Constructively check/challenge/support the development of the County FA's strategy Support the development of plans and programmes which will deliver the strategy Approve the annual operating and delivery plan
Ambassador	Be a positive ambassador for football in Essex, representing the County FA Act as a positive voice for the work of the County FA with the media Seek to expand public awareness of the work of the County FA
Performance	Monitor organisational performance against plans Review and evaluate organisational performance against agreed objectives Ensure efficient and effective corporate governance
Finance/Risk	Demand robust measures to ensure integrity of finances Ensure systems of risk management and controls are in place Approve annual operating and capital expenditure budgets
People	Determine and approve appropriate levels of resources to deliver the strategy Use expertise, time and connections to support employees
Football	Act in the best interests of football in Essex Develop and maintain critical key relationships with the various sporting partners Continually seek to improve the sporting experience for all



Understand, New Innovations, Integrity, Teamwork, Excellence

Our Shared Values, Behaviours and Skills

Our values are at the heart of the Essex County FA. Applicants who can demonstrate the positive behaviours, approaches and skills will be at an advantage.

Values		Behaviours/Approach	Skills
Understand: We are supportive, empathetic and knowledgeable, using insight and data to drive decision-making	Supportive, Empathetic, Knowledgeable	Sensitivity, openness and awareness of others, high levels of self-awareness, champions use of data and insight to drive decision-making	Able to assess and analyse complex information and identify potential problems, high ethical standards with sound judgement and ability to deal effectively with risk, able to skilfully handle conflict through to resolution
New Innovations: We are proactive and creative to improve existing formats of football and explore new ways of delivering the game	Inspiration, Creative, Commitment	A proactive, solution-focused and positive mind-set, demonstrates confidence, with the ability to gain respect and attention, acts with the future in mind and embraces innovation	Able to think independently and proactively to find solutions, able to analyse the current situation and identify future trends, able to identify new opportunities
Integrity: We are fair, honest, reliable and accountable and commit to “doing what we said we would do”, ensuring equality and diversity to develop football for all and making sure all those who wish to be involved are supported and encouraged	Trust, Honesty, Transparency, Ownership	Interested and inquisitive mind-set, resilient in times of challenge and change, takes ownership, holding self and others accountable	Capable of developing constructive relationships with key partners, able to act as a spokesperson of the County FA, politically astute, well networked and able to engage stakeholders
Teamwork: We work collaboratively and inclusively with each other, across all areas of the business, and with our partners across the game, to optimise all our opportunities	Focus, Challenge, Collaborate, Learn, Share, Feedback	Willingness to learn, challenge and change, determination and drive to succeed	Excellent listening skills, with the ability to appreciate differing perspectives and adapt to different situations, ability to communicate ideas effectively, both verbally and in writing, able to act as a sounding board and critical friend
Excellence: We aim to deliver high-quality football services, seeking feedback and constantly reviewing our work, to develop our services based on the needs of our community and individual customers	Customer Service, Attention to Detail, Hard-Working, Strategic, High-Performing	Thinks critically with creativity and strategic awareness, performs highly, consistently and efficiently in-line with strategic aims of organisation	Ability to take the wider, strategic view and enable focus, able to check, challenge and champion the work of the County FA, strong commercial acumen with the ability to identify opportunities



Independent Board Member: Role Description

The Essex County Football Association (ECFA) is on a mission to help more people play football in Essex. We are seeking an experienced individual with strategic thinking and leadership skills who can apply independent expertise to the ECFA Board.

Role Overview: The Independent Director will contribute to the ECFA Board, providing leadership and professional expertise which delivers against the key requirements:

- **act** as leaders to develop, support and govern the game of football across Essex
- **monitor** and evaluate the ECFA's 2018-2021: Moving Forward Strategy
- **ensure** that the financial resources and people are in place for the ECFA to meet its objectives
- **provide** effective controls which enable risks to be understood, assessed and managed
- **provide** monitoring and evaluation of success through effective performance management
- **deliver** obligations to its association members

The Independent Director will need to allocate sufficient time to meet the expectations of the role, which is estimated at around seven to ten hours per calendar month. In addition to the main Board, the Independent Board Member will be asked to lead and/or sit on advisory working groups. This is a voluntary role and reasonable expenses will be paid.

Personal Specification: The Independent Director will add value to the Board through expert professional knowledge, business leadership, corporate experience and perspective. To support its ambitions, the ECFA is keen to receive applications from candidates with expertise in the following fields:

- Legal & Governance
- Commercial & Sponsorship
- Marketing & Communications
- HR, Safeguarding & People Development

Expertise/Qualifications: Qualified and experienced professionals, with leadership expertise in their specialist field

Experience: A depth and breadth of experience in a specialist area and in organisational leadership

Knowledge: A thought leader within their specific subject matter area

Skills: Able to translate professional expertise to the ECFA context and add value through perspective



Independent Director Accountabilities

Working in partnership with other Board Members, the Independent Director will contribute to the effective and efficient governance of the ECFA.

As well as providing overall strategic input and organisational leadership, they will utilise their professional knowledge and expertise, advising the Board and Executive on best practice approaches within their specialist area.

Strategic	Act as a strategic adviser to the Board and Executive on area of specialist expertise
Ambassador	Seek out and utilise business connections to build partnerships to support delivery
Performance Evaluator	Ensure best practice performance management is embedded in area of expertise
Finance & Risk	Advise on finance and risk elements related to area of expertise
People Leader	Add value to the Executive, acting as a subject matter expert and mentor on area of expertise
Football	Whilst an interest in football and/or sport is an advantage, previous experience of working within sport is not a requirement

Application Process

All we need from you at this stage is three things: **application form of key information, copy of your curriculum vitae (CV), Section 12 Equality & Monitoring Form**

Application	>	Interviews	>	Selection	>	Induction
<ul style="list-style-type: none">* complete the application form* complete the Section 12 Equality & Monitoring Form* attach your CV* send to the County FA by the deadline of 10:00am on Monday 23rd July		<ul style="list-style-type: none">* shortlisted candidates will be asked to interview by Friday 27th July* interviews will be held during August		<ul style="list-style-type: none">* candidates will be notified of the outcomes by Friday 14th September* in-line with good governance practice, we may ask for references, further information and declarations at this stage		<ul style="list-style-type: none">* induction training will be provided



APPLICATION FORM



Position Applied For	Independent Board Member
In no more than 200 words, please tell us why you are interested in becoming a Board Member	
In no more than 200 words, please tell us the key skills you feel you would bring to the Board	
Please tell us about any special needs/adjustments we can make to enable you to take part	
Have you previously been involved in the ECFA Board or Council? If yes, in what capacity?	
Do you have connections to any current ECFA Board/Council Member or employee? If yes, who?	
Are you aware of any potential conflicts of interest? If yes, please tell us more	

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

Section 1: Personal Details

Surname		Forename	
Address		Home No	
		Mobile No	
Postcode		FAN (if know)	
Email Address		National Insurance No	

If you are successful you will be required to provide relevant evidence of the above details.

Section 2: Present Employment

If now unemployed please give details of last employer:

Name of Employer		Job Title	
Address		Date of Appointment	
Postcode		Department/Location	

Salary	
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Brief Description of Duties (continue on a separate sheet if necessary):			
Period of Notice		Last Day of Service (if no longer employed)	
Reason for Leaving (if no longer employed):			

Section 3: Previous Employment

Most recent employer first.

Name of Employer			
Address			
Postcode			
Position Held			
Start Date		End Date	
Summary of Duties			
Reason for Leaving			

Name of Employer			
Address			
Postcode			
Position Held			
Start Date		End Date	
Summary of Duties			
Reason for Leaving			

Name of Employer			
Address			
Postcode			
Position Held			
Start Date		End Date	
Summary of Duties			
Reason for Leaving			

Section 4: Education

Qualifications obtained from schools, colleges and universities. Please list the highest qualification first.

College or University	Start (MM/YY)	Completed (MM/YY)	Course	Qualifications and Grade Obtained

School	Start (MM/YY)	Completed (MM/YY)	Subjects	Qualifications

Professional Qualifications	Course Details (Level/Pass Date)

Section 5: Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal course.

Title of Training Programme or Course	Duration of Course
Are you a member of the FA Licenced Coaches' Club?	

Section 6: Personal Statement

Skills, knowledge and experience. Please use this section to explain, in detail, how you meet the requirements of the Job Description. If you are, or have been, involved in voluntary/unpaid activities, please include this information. Attach and label any additional sheets used.

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Section 7: Rehabilitation of Offenders Act (1974)

Do you have any convictions which are unspent under the Rehabilitation of Offenders Act (1974)?	
If yes, please give details/dates of offence(s) and sentence:	

Section 8: Protecting Children and Vulnerable Adults

This following information may be required if the post you are applying for requires a Disclosure and Barring Service (DBS) police check.

Are you aware of any police enquires undertaken following allegations made against you, which may have bearing on your suitability for this post?	
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Section 9: Disability Discrimination Act

The Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

Do you have a disability?	
If yes, please give details	

We will try to provide access, equipment or other practical support to ensure people with disabilities can complete on equal terms with non-disabled people.

Do we need to make any specific arrangements in	
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order for you to attend the interview?	
If yes, please give details	

Section 10: References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1	
Name	
Position	
Work Relationship	
Organisation	
Address	
Postcode	
Telephone Number	
E-Mail	

Reference 2	
Name	
Position	
Work Relationship	
Organisation	
Address	
Postcode	
Telephone Number	
E-Mail	

Are you willing for this referee to be approached prior to the interview?	
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Are you willing for this referee to be approached prior to the interview?	
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Section 11: Declaration

Signed		Date	
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Please send this form, along with a copy of your CV and the Section 12 Equality & Monitoring Form, to: brendan.walsh@essexfa.com by 10:00am on Monday 23rd July. By submitting your application you confirm that, to the best of your knowledge, the information provided on this form and on your CV is accurate.



SECTION 12: EQUALITY AND DIVERSITY MONITORING FORM

The Essex County FA is committed to making football accessible to all, ensuring that equality and diversity is at the forefront of its thinking when delivering a comprehensive service to Essex football.

We hope you will help us by completing this form, but please be aware that completing the form is entirely voluntary and, if you chose not to complete it, this will not affect your application.

Why Do We Want This Information?

- Asking you for this information makes the Essex County FA workforce more representative. It supports us to ensure our programmes are inclusive and open to everyone, it helps us understand if people from certain backgrounds are not accessing or making the most of opportunities to be involved in football and it helps us to make sure we provide such opportunities in the future
- Only people analysing this data will have access to it and, in-line with diversity, monitoring, good practice and legislation, all the information is collated anonymously

Information provided on this form does not form part of our decision-making process and will not affect your application for registration. Although you are not required to fill in this form, we would like to encourage you to do so because receiving enough information will mean we can undertake robust analysis to ensure our processes are fair, or to make changes to how we work.

You are welcome to select 'Prefer Not to Say' if you would rather not share the information about yourself. It is more helpful to us if you select the 'Prefer Not to Say' option rather than not to complete, or partly complete, this form. Please complete the form by selecting the appropriate option and return it to us.

Gender	
Age	
Sexual Orientation	
Religion/Belief	
Ethnicity	

Disability

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. Substantial means more than minor or trivial. Impairment covers, for example, long-term medical conditions such as Asthma and Diabetes, and fluctuating or progressive conditions such as rheumatoid Arthritis or Motor Neurone Diseases.

A mental impairment includes mental health conditions (such as Bipolar Disorder or depression), learning difficulties (such as Dyslexia) and learning disabilities (such as Autism and Down's Syndrome). Some people, including those with Cancer, Multiple Sclerosis and HIV/AIDS are automatically protected as disabled people by the Act.

Do you consider that you meet this definition?	
If other, please state which	