

EMPLOYMENT APPLICATION PACK

Hampshire FA Foundation Trustee (voluntary position)



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Hampshire FA Foundation Trustee

What is the role?

- You will contribute actively to the board of trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Please note that this opportunity is a voluntary role with travel expenses paid.

What will you do?

- You will ensure the charity applies its resources exclusively in pursuance of its objects (i.e. the Charity must not spend money on activities which are not included within the scope of its own objectives, no matter how worthwhile or charitable those activities are)

What do you need?

- A willingness to devote the necessary time and effort to the duties as a trustee.
- A commitment to attending 4x meetings per year for the role (in person).

Applications

- **To apply, complete the online application [form](https://forms.office.com/e/atdBwKEx9p) / <https://forms.office.com/e/atdBwKEx9p>**
- **Interviews will take place end of January 2025 – dates TBC.**



APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

Please complete the application form by clicking [here](#) /

<https://forms.office.com/e/atdBwKEx9p>

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

Please complete the equality monitoring form by clicking [here](#)

Hampshire FA are committed to **safeguarding children and adults at risk**. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through the FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Key Dates:

Application Closing date – **Monday 9th of December 2024 at 6pm**

Interviews – **January 2025**

FULL ROLE PROFILE & PERSON SPECIFICATION

Roles & Responsibilities:

Governance

- Ensure that the Charity complies with its governing document, charity law, and any other relevant legislation or regulations.
- Ensure that the Charity pursues its objectives as defined in its governing document.
- Ensure the Charity applies its resources exclusively in pursuance of its objects (i.e. the Charity must not spend money on activities which are not included within the scope of its own objectives, no matter how worthwhile or charitable those activities are).
- Contribute actively to the board of trustees' role in giving firm strategic direction to the Charity, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.

Due Diligence

- Safeguard the good name and values of the Charity.
- Represent the Charity at events, functions and meetings as appropriate.
- Declare any conflict of interest while carrying out the duties of a trustee.
- Be collectively responsible for the actions of the Charity and other trustees.

Roles and Responsibilities

- Attend meetings, and to read papers in advance of meetings.
- Attend sub-committee meetings as appropriate.
- Participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising.
- Keep informed about the activities of the Charity

Duties

Knowledge/Experience

Person Specification

- Integrity.
- Commitment to the Charity and its objectives.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- A willingness to devote the necessary time and effort to their duties as a trustee.
- Strategic vision.
- Good, independent judgment.
- An ability to think creatively.
- Willingness to speak their mind.
- An ability to work effectively as a member of a team.

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations.
- Financial management.
- The type of work being done by the Charity.
- Legal matters.
- Fundraising.
- HR, recruitment and personnel management, including a knowledge of employment legislation.
- Public relations.
- Marketing.
- Computers and information technology.
- Campaigning.
- Education and learning.

Objectives

Community Coaching

- To advance education through such means as the Trustees think fit in accordance with the law of charity.

Inclusion, Diversity and Cohesion

- To provide and assist in providing facilities for sport, recreation or other leisure time occupation of such persons who have need for such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving their conditions of life.

Disability Football

Application

Monday 9th of December 2024

Deadline:

Interviews to be held (format TBC):

January 2025 - TBC