

# RECRUITMENT PACK | Hampshire FA

Board of Directors 2023-2026



# Our Commitments

## BOARD RECRUITMENT | Hampshire FA

The following commitments apply across all recruitment at Hampshire FA, be it employment or voluntary, if you have any questions regarding these please feel free to contact us.

- Hampshire FA are an equal and inclusive opportunities employer/volunteer recruiter and actively encourage people from all diverse backgrounds to apply for all roles. Hampshire FA are committed to maintaining at least 1/3 gender balance within the Board of Directors.
- Hampshire FA are committed to the safeguarding of children and adults at risk and will require successful applicants to undergo training and Disclosure and Barring Service checks. 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.

Further information on Hampshire FA can be found at [www.Hampshirefa.com](http://www.Hampshirefa.com)



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# Welcome Letter

Dear Colleague,

Thank you very much for your interest in becoming a member of the Hampshire Football Association Limited Board of Directors. Hampshire FA was established in 1887 and is at the forefront in ensuring it is relevant in today's society, Hampshire FA have recently changed its structures to be more adept for these exciting times for our national game and the unprecedented expansion of Hampshire FA. We have successfully delivered on various exciting programmes and projects, building strong local networks and setting the standards of governance, safeguarding, development and inclusion.

In 2018 Hampshire FA took on its second site at Front Lawn, Havant, a £1.5 million development by Havant Borough Council, a 3G pitch was built to service the local community and gave us the opportunity to be a provider for football and other sports. 2019 saw Hampshire FA's headquarters benefit from a £850k investment from The Football Foundation, Hampshire FA and Basingstoke and Deane Borough Council to develop a 3G stadium pitch to accommodate the needs of the local community. This facility was further improved in 2020 and now meets ground grading criteria for Step 4 of the National League System. A third site was added to Hampshire FA's facility managing portfolio in 2020, a football hub at Stoneham Lane, Eastleigh, which was a £9 million investment by The Football Foundation and Eastleigh Borough Council, with three 3G pitches (including one stadium pitch - step 5 of the National League System), two supersize pitches, which are the biggest in Europe, and four high quality natural turf pitches. These facilities across our facility managing portfolio are allowing Hampshire FA to invest and deliver in its ambitious programme of developing football for the benefit of all across the region. Our portfolio will expand again soon with a multi-pitch facility being developed in the Portsmouth area.

Hampshire FA is very aware of its responsibility for helping to deliver the health and wellbeing of the communities we serve and beyond, to deliver and develop these with diverse and committed partners, along with delivering our core business of traditional affiliated football provision. We take our corporate responsibilities very seriously and have a number of projects ongoing currently.

Over the last 12 months, we have been changing and strengthening our approach to help us to better tackle the challenges as a result of the COVID-19 pandemic. This has included planning our short, medium and long-term future as we look for new and innovative ways in working in partnership with diverse partners to deliver our business plan. We work with our national governing body, The Football Association (FA) and collaboratively create the mechanisms to deliver the grassroots football strategy for our national game.

Our Board comprises a team which that have been elected from various professional sectors and also have a drive and ambition to enhance, improve and further develop grassroots football in Hampshire. Our directors serve a three-year term and if they wish at the end of this term are permitted to seek re-election. However, anyone with the required attributes and experience can apply for consideration. We are particularly seeking people, as part of our pre-selection criteria, with knowledge or experience in one or more of the following areas;

- |                        |              |                                |
|------------------------|--------------|--------------------------------|
| • Finance              | • Commercial | • Property management          |
| • Financial management | • Legal      | • Procurement                  |
| • Human Resources      | • Property   | • Health Sector                |
| • Business             | • Inclusion  | • Marketing and communications |
| • Corporate Governance | • Wellbeing  |                                |

You will also need to share our passion for using the power of grassroots sport, physical activity and improved health and wellbeing to transform lives, and a commitment to our values, safeguarding, equality and diversity. It is also desirable, albeit not essential, to have an understanding of football and/or football governance.

This pack is designed to help you understand more about us, and the role, and we are happy to answer any questions you may have.

Yours sincerely,



Neil Cassar | Chief Executive | Hampshire FA





# HOW TO APPLY



If you are interested and would like to be considered, please complete a brief online application form by clicking [here](#). Please contact us if you require the form in an alternative/offline format.

The closing date for applications is 5pm on Monday 15<sup>th</sup> May 2023.

Interviews will be arranged with suitable candidates to provide an opportunity for us to find out more about each other. The process is undertaken by the Hampshire FA Nominations & Appointments Panel who will make recommendations to the full Board.

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](#).

## Require further details?

Check [www.HampshireFA.com](http://www.HampshireFA.com) for further information about us or contact CEO Neil Cassar at [neil.cassar@hampshirefa.com](mailto:neil.cassar@hampshirefa.com) or via telephone 01256 853000 with any questions.



# OUR STRATEGIC CONTEXT

## BRINGING THE FA GRASSROOTS FOOTBALL STRATEGY TO HAMPSHIRE

Hampshire FA is committed to developing the national game at all levels. In line with The Football Association's Grassroots Football Strategy, Hampshire FA has produced a three-year plan aimed at rebuilding football provision for all following the impact of a global pandemic.

The strategy identifies the challenges facing grassroots football and focuses on eight pillars:



◻ = Direct relationship to a KPI ◼ = Enable achievement of multiple KPIs

We are keen to develop partnerships to promote the benefits of football and to access essential funding which can be invested to increase our impact. We continue to use creation and innovation to diversify and grow our business to ensure that football recovers from the financial impact of the pandemic and we are well positioned to meet the needs of the football community in Hampshire.

### Want to Know More?

- Click [here](#) for a more detailed look at the Hampshire FA Business Reset Strategy 2021-24
- Click [here](#) for an update on progress against the strategy following the 2021/22 season



# ABOUT US

## OUR VISION, MISSION AND VALUES

### Vision

*Using the power of **football** to build a better future for all communities in **Hampshire**.*

### Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

### Values

**Progressive - Respect - Inclusion - Determined - Excellence**





# ABOUT THE BOARD

The Board of Directors provide strategic and financial direction and oversight for Hampshire Football Association Limited and its subsidiary companies.

## Board Members

The Board comprises a diverse team of members elected by the membership of the Association (excluding the Chief Executive), these members are appointed for the value they bring to our work.

## Purpose

The role of the Board is to enable Hampshire FA to achieve its vision and mission through effective leadership, governance, influence and accountability. The Board members are the company directors of the Hampshire FA Group of companies, our HFA Foundation is a charitable company registered with both the Charity Commission and Companies House, the Board of Directors will confirm which of them will represent the Board of Directors on this subsidiary company.

## Hampshire FA Limited Group of Companies:

- Hampshire Football Association Limited
- Hampshire FA Leisure Operations Limited
- Hampshire FA Foundation Limited (incorporating HFA Community Trust and HFA Benevolent Fund)

## Key Roles:

- Leadership – provide effective direction to Hampshire FA, the staff, our member partnerships and key stakeholders. Guide, uphold and protect the values, integrity and reputation of Hampshire FA.
- Governance – ensure Hampshire FA complies with its Articles of Association/Membership Rules/Governing Documents, safeguarding and governance best practice, and any other relevant legislation or regulations, safeguard the assets and continuity of the organisation.
- Strategy – set the strategic direction and aims of Hampshire FA. Develop, approve and monitor the implementation of the Grassroots Football Strategy and Operational Plan.
- Financial – take financial responsibility to safeguard the assets and continuity of the organisation, agree strategic priorities for funding, investment and business development, explore commercial opportunities, assess and manage risk and compliance, ensure that financial information is accurate, and that controls, monitoring and reporting systems are robust and defensible.
- Partnership – ensure high level strategic relationships and alliances are developed through effective partnership engagement, transparent communication, relationship management and satisfaction.
- Advocacy and Influence – champion and advocate the work of Hampshire FA, engage with and influence key decision-makers and influencers.
- Delivery & Impact – provide scrutiny and constructive evaluation regarding delivery plans, policies, progress and impact.





# ABOUT THE ROLE

## Purpose of the Role

To contribute to the development, leadership and governance of Hampshire FA with particular focus on organisational development, driving improvement, generating learning and supporting performance management to ensure Hampshire FA are at the forefront of football in the county.

## Eligibility & Appointment

Any election to the Board of Directors at Hampshire will follow an open and comprehensive selection recruitment process overseen by the Nominations & Appointments Panel. The Board is made up of up to twelve directors.

## Competency & Diversity

Hampshire FA recognises the benefit of a diverse Board in promoting Board effectiveness. The Board places great emphasis and encourages all forms of diversity including gender, race, disability, sex, religion or belief, age, marriage or civil partnership, pregnancy or maternity as well as culture and personality. In reviewing the Board composition, the Board will:

- Maintain at least 1/3 gender balance within Board composition;
- Consider all aspects of diversity and its benefits for the current Board composition;
- Identify suitable candidates based on their skills, experience and suitability for the role;
- Focus on improving one or more elements of diversity while recommending new Directors, where applicable.

## Term

The appointment is for an initial period of three years with the possibility to seek re-election for up to two further terms.

## Location

Members will be expected to attend Board meetings arranged whether in person or by electronic means. Meetings will generally be held at one of the Hampshire FA facilities or via Microsoft Teams.

## Time Commitment & Remuneration:

These are voluntary positions, travel and other reasonable expenses will be reimbursed. Time commitment includes attendance and preparation for 6 Board meetings, 2 general meetings and potentially 6 additional meetings annually as a minimum. Other appropriate contributions will be considered and agreed following appointment and may include acting as the Board lead for a specific project, or to represent Hampshire FA on a focus group and/or sub/working group or at events, conferences, etc.



## Key Tasks

- 1 Provide leadership for Hampshire FA, through influence and natural authority, to be a collective energy to unlock the power of football and physical/mental activity to transform lives:
  - a. Complies with our governing document, charity law, company law and any other relevant legislation or regulations
  - b. Pursues its objects as defined in its governing document
  - c. Uses its resources exclusively in pursuance of its goals
- 2 To contribute actively to the Board of Directors role in giving firm strategic direction, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- 3 Assisting in communications with, and engagement of members of Hampshire FA and other stakeholders, valuing and drawing on their perspectives and contribution.
- 4 To safeguard the good name and values of Hampshire FA, both countywide and the wider community.
- 5 Take full collective responsibility, respecting confidentiality and valuing the views of fellow Board members and staff.
- 6 To ensure the effective and efficient administration of the organisation.
- 7 To ensure the financial stability of the organisation and oversee the management of risk.
- 8 To protect and manage the property of the organisation and to ensure the proper investment of its funds.

In addition to the above each Board member should use any specific skills, knowledge or experience they have to help the Board make sound decisions.

This may include:

- Scrutinising Board papers
- Leading discussions
- Focusing on key issues
- Providing advice and guidance on new initiatives or other issues in which the Board member has particular experience



# PERSON SPECIFICATION

## SKILLS & EXPERIENCE

All appointments to the Board will be competency based. Hampshire FA Board members should have a commitment to the role and function of Hampshire FA, understand the nature of football and/or business structures, have sufficient independence to take an objective and dispassionate view, offer a range of business skills and competencies, and come with contacts and influence within appropriate high-level networks.

On this occasion, we are particularly looking for expertise in one or more of the following areas:

- Finance
- Financial management
- Human Resources
- Business
- Corporate Governance
- Commercial
- Legal
- Property
- Inclusion
- Wellbeing
- Property management
- Procurement
- Health Sector
- Marketing and communications

You will also have an understanding of and commitment to Hampshire FA. You will share our passion for the power of grassroots football, the benefits it brings through physical/mental activity and the potential it has to transform lives. You will be committed to our aims and values, to safeguarding, and to equality, diversity and inclusion.

## Summary of Requirements:

1. A commitment to Hampshire FA
2. A willingness to devote time and effort
3. Strategic vision for Hampshire FA
4. Good independent judgement
5. An ability to think creatively
6. The ability to debate and question in a constructive manner
7. An understanding and acceptance of the legal duties, responsibilities and liabilities of directorship
8. An ability to work effectively as a member of a team
9. A commitment to work to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
10. Specific Football based expertise and experience; e.g. grassroots football development policy & practice
11. Charity/Business specific expertise and experience e.g. HR, Finance, Marketing, Business Development, legal







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Sat-Sun 8:30am – 6:00pm



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Mon-Fri 8:30am – 10:00pm

Sat-Sun 9:00am – 6:00pm

