

Independent Non-Executive Director Recruitment Information

Inspiring a lifelong journey in football for all

Introduction

Thank you for your interest in becoming an Independent Non-Executive Director of Hertfordshire FA. Football is the most popular sport in the UK and we're delivering great experiences across Hertfordshire.

Hertfordshire FA is responsible for a growing area for football participation with more than 3,000 teams playing football in the county. We are in the process of developing a revised strategy in line with [The FA 'Survive, Revive, Thrive' Strategy for 2020-2024](#), which will outline our strategic direction to create an inclusive grassroots football environment which delivers football opportunity for all.

Further Details relating to our current strategy and the work we undertake can be found in the organisation's most recent [Annual Review \(2018-19 season\)](#).

One of those strategic objectives is to ensure Hertfordshire FA is an inclusive, accountable and transparent decision-making organisation. The Association recognises the need for gender balance on the Board and accordingly would particularly invite applications from women who have the skills and experience set out in the advertisement and will give preference to those applicants.

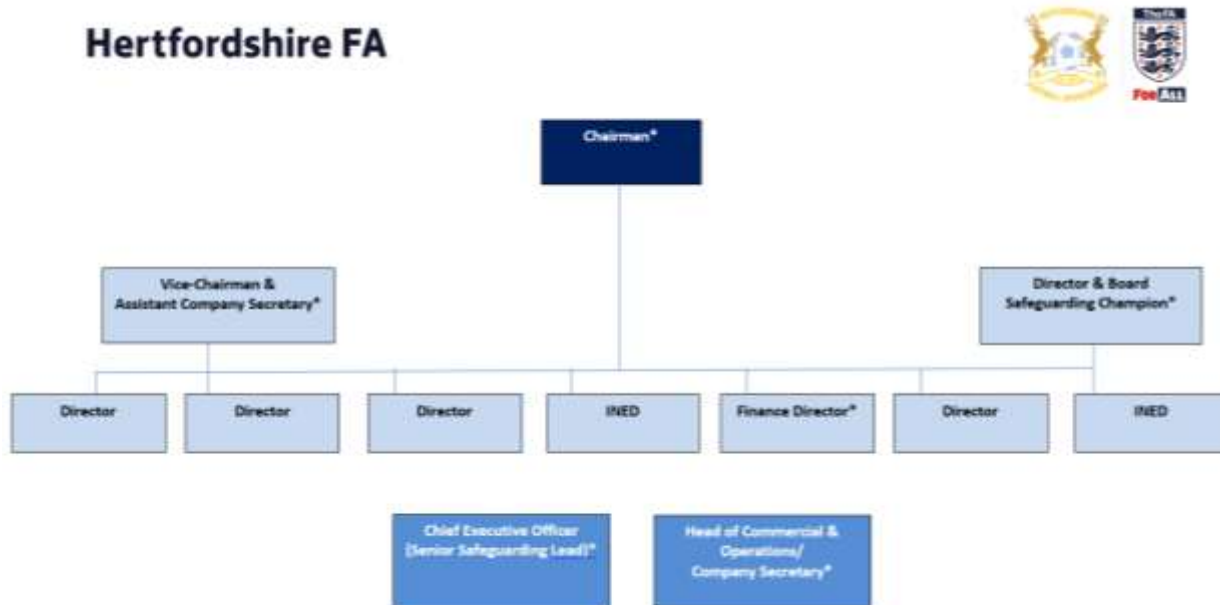
We are running an open application process to attract and recruit the best people for the roles. In this pack, you will find details of the skills and experience we are looking for, our organisational values and the process for applying.

If you have any questions regarding the role of the Independent Non-Executive Director role please contact Karl Lingham, our CEO karl.ingham@hertfordshirefa.com

G. Phillips
Hertfordshire FA Chair

Our Board Structure

The Board has a maximum of 12 positions and we currently operate with 10 Directors – 4 Officers, 4 elected from the Hertfordshire FA Council and 2 recruited independently. Collectively, the Board of Directors of Hertfordshire Football Association Ltd are required to direct the business affairs of the Association and to determine the vision and strategy, plans, policies and financial investment required to achieve the Association's aims. As such, individually and collectively, the Directors are accountable to the Membership.



The HFA Board is tasked with the following key roles:

HFA Board Role Overview	Act as leaders to Develop, Support and Govern football across Hertfordshire to “create a united grassroots football environment which delivers football opportunity for all”
	Monitor and evaluate the HFA’s 2021 – 2024 strategy
	Ensure that the Financial and Human Resources are in place for the HFA 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 achieved

HERTT - Our Shared Values, Behaviours and Skills

Our Values are at the heart of the HFA. Applicants who can demonstrate the positive behaviours, approaches and skills will be at an advantage.

High Quality Introduction to Football <ul style="list-style-type: none"> • I care about the customer • I always deliver on customer promises • I take ownership 	Develop Club & Leagues to meet modern player's needs <ul style="list-style-type: none"> • I focus on what matters • I have the courage to innovate • I understand the balance required for volunteers 	Engage all formats, engage all participants <ul style="list-style-type: none"> • I am inclusive & I care • I play a part in the community • I provide opportunities For All.
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Behaviours & Skills Framework – All Board Roles	Values		Behaviours / Approach
	Honesty I work transparently and confidently.	Honest Empathetic Knowledgeable	<ul style="list-style-type: none"> • Open and accountable for our actions. • Recognise where you need help • Deliver what you said you would to contribute towards to the team/goals
	Efficiency I will encourage new and simple ways of working	SMART Creative Commitment	<ul style="list-style-type: none"> • Open to change • Maximise technology • Simplify processes and procedures
	Respect I respect the opinion of those around me	Trust Value Transparency Understanding	<ul style="list-style-type: none"> • Value Peoples Time • Understanding other views • Value the role of others • Sharing experiences and building stronger relationships
	Teamwork I will listen and empathise to build positive relationships	Focus Challenge Collaborate Adaptable Share Feedback	<ul style="list-style-type: none"> • Understand and consciously recognise each other's approach to work in tandem • Adaptable to achieve goals together • Give praise and credit to each other for achievements
	Trust I trust my colleagues to deliver quality	Customer Service Accountability Learn High Performing	<ul style="list-style-type: none"> • Gives space to develop and learn from mistakes • Take accountability & ownership of own decisions • Open and fair

Independent Non-Executive Director Role Description

We are seeking to recruit an experienced individual who can serve as an Independent Director of the Company and preferably has a qualification in law to actively participate in its strategic management.

INED Overview

The INED will contribute by providing leadership and professional expertise that delivers against the key requirements:

- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- Protect the interests of the Membership and stakeholders of the Association.
- Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- Set challenging objectives for continuously improved performance.
- Improve and maintain an effective corporate governance structure.
- Monitor the financial affairs of the Association
- Contribute to constructive debate on all Board matters.
- Promote equality of opportunity throughout the Association.
- Ensuring Safeguarding is at the forefront of how the Association operates

The post requires a commitment to attend all Board meetings throughout the year and the Board annual 'Away Day'. Meetings are normally held in the evening on the first Monday and take place bi-monthly, they are held either at Hertfordshire FA or by video conference and normally last in the region of 2 hours. The annual 'Away Day' is held during the working day.

See the Independent Non-Executive Director Role Profile document for further information

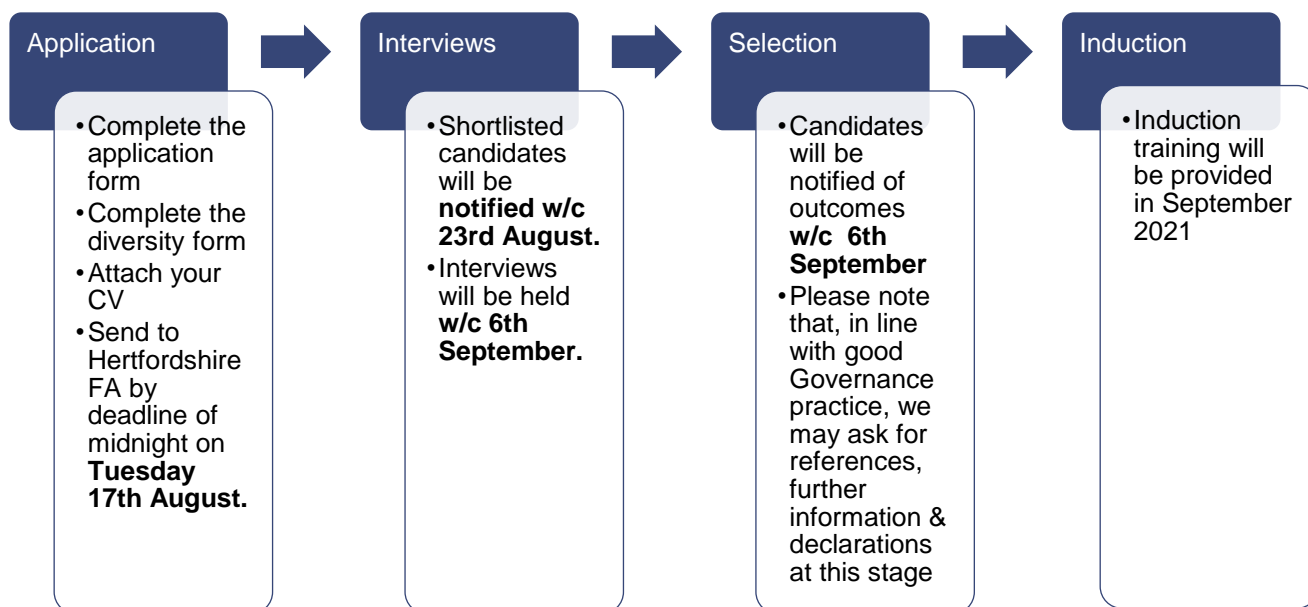
Person Specification

Skills	Knowledge
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the Association • An understanding of and a commitment to equality in action • Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities • An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations

Application Process

All we need from you at this stage is three documents:

- An application form of key information
- A copy of your CV
- A Diversity monitoring form



Please send your completed documents to Karl Lingham, Chief Executive Officer at karl.ingham@hertfordshirefa.com