Huntingdonshire FA



Independent Directors

Application Pack

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1. The Role

Hunts FA is inviting applications to join the Board of Directors. We currently have four vacancies and require skills in any or all of the following as well as the ability to demonstrate the strategic needs of Grassroots Football and responsibilities of a Board Director:

- HR
- Marketing and Business Development
- Legal and Risk Management
- IT & Digital

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.

2. About Hunts FA

Hunts FA is the governing body for football in Huntingdonshire. We are responsible for leading and serving the game at the amateur level, a sector widely referred to as 'Grassroots' football.

Hunts FA is committed to making the game of football as safe and enjoyable as possible for all those involved and we work closely with The FA, the game's Governing Body, in order to ensure that safety standards are met.

3. Volunteering as a Board Director

Hunts FA is committed to robust corporate governance and is working towards compliance with The FA's Code of Governance for County FA's. The role of Director is a volunteer role in which you will be expected to attend Board meetings, collaborate with Board Directors, Staff, Council and other stakeholders in the strategic development of the organisation.

Meetings are usually held on TEAMS or at the Hunts FA Headquarters – Sovereign Court, Huntingdon.

Appointment will be for a term of three years, after which applicants are eligible for reappointment. All Directors are restricted to a maximum of 9 years. The role reports to the Chair of the Board of Directors.

4. Role Profile Role purpose:

To support the delivery of the Hunts FA Strategic Plan by providing strategic oversight to areas including participation, coaching, refereeing and club & league development.

Collectively, the Board of Directors 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.

Responsibilities:

- Serve as a Director of the Hunts FA and to actively participate in its strategic management.
- To support the Hunts senior leadership through the provision of insight and advocacy for the development of the game (diverse opportunities and participants).
- Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- To ensure Hunts FA promote opportunities to grow the male, female and disability participation pathways and meets FA KPIs and Hunts FA priorities.
- Act as an advocate for the growth of the game with existing and new football stakeholders.
- Support the recruitment retention and development of referees and coaches and the wider football workforce.
- To actively contribute to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets, and plans.
- Attend relevant committees or working groups E.g. Development, Referee, Youth Committees.
- To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and the Charity Commission.
- To safeguard the interests of the Membership and stakeholders of the Association.
- To set challenging objectives for continuously improved performance.
- 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 embed the Safeguarding of Children and vulnerable adults in all of the Associations activities.
- Undertake such other duties as the Hunts FA Board may direct from time to time.

Person Specification	
Skills	
Essential ▪ 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.	
Knowledge	
Essential ▪ An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations. ▪ Knowledge of player, coach, and referee development pathways. ▪ Thorough knowledge and understanding of the Safeguarding Requirements for 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.	**Desirable** • Knowledge of other areas of legislation including health & safety and GDPR. • Risk Management. • Customer experience and engagement.

The Role Holder will be expected to understand and work in accordance with the values and behaviours described below	
FA Values	**Behaviours**
PROGRESSIVE	**Embraces new thinking in pursuit of continuous improvement** • 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** • Maintains people's self-esteem when interacting with them • Avoids pre-judgement when listening to suggestions from others • Seizes the opportunity to apply Hunts FA standards at all times
INCLUSIVE	**Champions end ensures that football is, and will remain, a game for everyone** • 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** • 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** • 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

1. **How to apply**

- Complete the Online Application form **here** no later than **Sunday 24th October 2021**. Please note that no applications will be accepted after this time.
- Applicants should identify the preferred Board responsibility.
- Complete the embedded Equality and Diversity form from within the online application. Please note that completing this form is entirely voluntary.
- Hunts FA is committed to equality of opportunity for all. We would welcome applications from women, people with Disabilities and Black, Asian and Minority Ethnic Communities as they are currently underrepresented within the organisation.

2. **Selection Process**

- Applicants will be contacted shortly after **Monday 1st November 2021.**
- Interviews will be held via Microsoft TEAMS week commencing **Monday 15th November 2021**
- If required, second interviews may be held in order to determine the most suitable candidate for the role.
- Copies of the FA National Game Strategy and The Hunts FA strategy can be found on the Association Website for reference.
- If you have any queries regarding the role, please contact Mark Ives, Hunts FA Director of Administration, Email: mark.ives@huntsfa.com