



Leicestershire & Rutland County Football Association Role Description: Non-Executive Director and Inclusion and Advisory Group Chair

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| Role | Non-Executive Director and Inclusion Advisory Group Chair |
| Salary | Voluntary (Expenses Included) |
| Location | Leicestershire & Rutland County FA Offices |
| Reports to | Leicestershire & Rutland County FA Board of Directors |
| Term | Appointment will be for a three year term from April 2020, after which applicants are eligible for reappointment. |

Leicestershire & Rutland County FA Board

The board is collectively responsible for the long-term success of the Association and exclusively empowered to lead it. Matters reserved to the Board include:

- Approval of the Association's strategy
- Approval of the long-term financial plan and annual budget;
- Monitoring delivery of the strategic plan and objectives;
- Periodic review of the financial plan and performance against annual budget;
- Ensuring legal and regulatory compliance as required;
- Periodic review of major risks;
- Discussion of, and engagement with, stakeholder proposals and concerns; and
- A process to identify areas where the Board may be assisted by further education and training.

Inclusion Advisory Group (IAG)

The IAG acts as the check and balance to Leicestershire & Rutland County FA's (LRCFA) work, trying to encourage embedding inclusion across all we do. It will comprise of a minimum of six members and a Chair with collective knowledge and experience of specific aspects of equality, diversity and inclusion such as race; gender equality (not the development of women's football); disability equality (not the development of disability football); mental health; lesbian, gay, bisexual and transgender and faith communities. The IAG is a strategic advisory group, it advises The County FA executive about it could do things slightly differently in order to make football For All.

The Inclusion Advisory Group will meet at least quarterly and is an independent Group that provides advice to the main LRCFA Board. The IAG reports into LRCFA Board.

Role purpose: We are looking for a passionate and innovative individual to chair the LRCFA Inclusion Advisory Group and be a non-executive director. The individual will help shape the organisation's direction of travel to ensure children, young people and adults of all backgrounds and communities can access high quality opportunities. The chairperson will lead the Inclusion Advisory Group to support our organisation in delivering our Equality Action Plan and support projects across the organisation in helping to continue to achieve the Equality Standards for sport.

- Chairing the Inclusion Advisory Group, meeting on at least 4 times per year.
- Challenge and support the organisation in terms of our commitment to Equality, Diversity and Inclusion.



- Supporting in delivering the equality objectives and ensuring they are embedded across the organisation.
- Promote a culture of respect for inclusion and champion inclusion and equality issues across football.
- Develop an Equality Action Plan for the organisation.
- Support with Equality Impact Assessments.
- Undertake such other duties as LRCFA Board may direct from time to time.
- To serve as a Director of the Company and to actively participate in its strategic management.
- To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- To safeguard the interests of the Membership and stakeholders of the Association.
- To establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- To ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the Association’s strategic aims and objectives.
- To set challenging objectives for continuously improved performance.
- To oversee the management of risk to the Association, including matters of Health and Safety.
- 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 fully participate in Board induction, training or development and performance monitoring.
- To perform other responsibilities as assigned by the Board.

Time Commitment

Board meetings take place on a monthly basis and you will be expected to provide support for the executive in delivering a financially sound operation.

Board meetings will usually be on a weekday at LRCFA Offices, Holmes Park, Dog & Gun Lane, Whetstone Leicester LE8 6FA. Meetings are currently held from 7pm

| Person Specification | |
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| Skills | |
| <p>Essential</p> <ul style="list-style-type: none"> • To be able to identify key issues and trends that may help to promote the game through equality, diversity and inclusion interventions • Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds • To be able to identify key quality issues and to support the identification and delivery of solutions • To be able to successfully network with key staff and contacts within the LRCFA and the area in which the LRCFA operates • Experience of performance management, HR/employment law issues and implementing them contextually • 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. | <p>Desirable</p> |

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| <ul style="list-style-type: none"> • 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. | |
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Knowledge

Essential

- To have knowledge of the key legislation aspects of equality, diversity and inclusion and to be able to promote inclusion and diversity as part of the group
- 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.

Desirable

- An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.

The Role Holder will be expected to understand and work in accordance with the values and behaviours described below.

| LRCFA Value | Behaviours |
|--------------------|---|
| PROGRESSIVE | <p>Embraces new thinking in pursuit of continuous improvement</p> <ul style="list-style-type: none"> • 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 | <p>Sets the standards for respectful behaviour across the game</p> <ul style="list-style-type: none"> • Maintains people’s self-esteem when interacting with them • Avoids pre-judgement when listening to suggestions from others • Seizes the opportunity to apply FA standards at all times |
| INCLUSIVE | <p>Champions end ensures that football is, and will remain, a game for everyone</p> <ul style="list-style-type: none"> • 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 | <p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <ul style="list-style-type: none"> • 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 | <p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> • 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 |