



Manchester Football Association

Executive Director

Recruitment Pack

September 2021





Manchester FA

**Executive Director**

**An introduction from the CEO, Colin Bridgford**

Dear Applicant,

Manchester FA is looking to recruit Executive Directors from our Member Clubs and Leagues to help strategically shape and support the development of grassroots football across Greater Manchester. The Executive Director roles are voluntary and will assist our Board of Directors to make informed decisions as to the direction, support and investment required to support the growth and development of grassroots football locally. We are therefore looking for individuals who have a credible knowledge and understanding of the grassroots game together with experience of good corporate governance within sport.

Manchester FA’s Board of Directors provide both expertise and guidance to support myself and the team here at Manchester FA. The purpose is to deliver and execute our strategic business plan, enhancing and growing the opportunities to develop the game across Greater Manchester.

Our Board of Directors are the ultimate decision-making body and accordingly exercise all the powers of the association. We have a unique blend of expertise that helps Manchester FA be a leading County FA for governance and for football participation. We are proud of our tradition but have always sought ways of enhancing our positive impact on the game locally.

To join our Board of Directors you must be able to demonstrate our three core business values of; **passionate, inspiring and professional.** We have put together a pack which includes the following:

1. **The requirements of a Board Director and our commitment to Safeguarding**
2. **Board Role Profile**
3. **The Application Form and Process**

The pack provides all the necessary information that you require to apply. Should you have any questions about the role or require clarity on the information pack, you can contact Colin Bridgford, CEO and Company Secretary at colin.bridgford@manchesterfa.com

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**Colin Bridgford**

**Chief Executive Officer & Senior Safeguarding Lead**

**Manchester County FA**

**The requirements of a Board Director and our commitment to Safeguarding**

The roles on our Board are voluntary and are unpaid but we will pay reasonable expenses incurred. The association has a nominations committee led by the Senior Non-Executive Director who will lead on this recruitment assisted by the CEO. The Nominations Committee will then make a recommendation to the Board of Directors for nomination to the members at our Annual General meeting which will take place in October 2021.

The role involves compliance with the Articles and Association of Manchester County FA, together with Legal Compliance of the Companies Act 2006.

We are seeking a Board Directors that will provide executive directorship in key areas of the Business, particularly football governance, and media and communications and will have experience in the implementation of effective Corporate Governance and also a clear understanding of the needs of Safeguarding within football. We are looking for persons that will lead by example and add value through their knowledge of grassroots football. The role will require flexibility to attend Board Meetings, these take place quarterly in an evening. The dates for 2021 are as follows:

* Thursday 9th December 2021 @ 6pm – 8.30pm
* Thursday 10th February 2022 @ 6pm – 8.30pm
* Thursday 9th June 2022 @ 6pm – 8.30pm
* There will also be two strategic board away days during the season, the first of which is planned for Saturday 23rd October 2021.

However, the organisation accepts that flexibility is required for those Directors attending and although attendance in person is a strong advantage, we will not discriminate or discourage those that would have to (on occasions) attend via skype, WebEx or a Conference Call.

There will also be a Board WebEx / Conference Call that will take place in the intervening months of those listed above. Those WebEx calls will be of an hour’s duration and take place in an evening.

As an ‘Executive Director’ it is crucial that you integrate well with our team and executive providing the support to enable Manchester FA to continue to strive to provide effective governance and development of the game here in Greater Manchester.

**Safeguarding is at the Heart of What we do!**

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. Ensuring that all our officers and volunteers involved in Manchester FA and to be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or the FA. A Criminal Records Check (DBS check) will be completed and character references requested before official appointment.

The applicant must be able to demonstrate a clear commitment and understanding of our business priorities, our vision and mission and how they relate to the challenges that face grassroots football. In your application you must display a clear understanding of the importance of Safeguarding within football and you must be equally committed to collaborative partnership working and demonstrate an holistic approach to ‘Equality and Inclusion’.

For more information and to read our 2021-2024 Business Plan, please click the following link.

<https://www.manchesterfa.com/about>

**What can we offer?**

* An exciting opportunity to be part of a forward thinking, progressive business.
* The chance to work with key strategic stakeholders within both the grassroots and the professional game.
* An opportunity to be part of a not-for-profit organisation that delivers excellence in Grassroots football for it’s thousands of player, coaches and volunteers.

**How do I apply?**

If you are interested and would like to be considered, please complete the application form and **return it by email on or before 12 noon on Friday 24th September 2021**

1. review the role description provided with this application pack and ensure you have both the resource and skill set available to conduct the role.
2. complete the application form and ensure that the application form is returned no later than 12 noon on Friday 24th September 2021
3. Return the valid documents to Colin Bridgford (CEO), colin.bridgford@manchesterfa.com

Any applications which are either not valid at the deadline or received following the deadline will not be accepted.

**For Further Information:**

Should you wish to find out more about the role and the opportunity then please contact Colin Bridgford on 07403 731 813.

**How to apply:**

Applications will be accepted upon the completion of the application form contained in this member information pack. It is essential that applicants clearly demonstrate why they wish to be involved in the working group, explaining how their experience and technical skills will assist them.

**The interview process:**

Our nominations committee led by our Senior Non-Executive Director; Chris Brindley MBE will interview those candidates that are shortlisted. Contact will be made by Colin Bridgford to advise you of the outcome of your application and if shortlisted to arrange a suitable date and time for interview.

**The deadline for applications is 12 noon on Friday 24th September 2021.**

As this role may involve direct access to young people under the age of eighteen, within the context of the role or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening and reference process, which will include a DBS Check, to ensure their suitability for appointment.

**Manchester FA is committed to equality of opportunity and welcomes applications from all sections of the community.**

Kind regards,

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**Colin Bridgford**

**Chief Executive Officer & Senior Safeguarding Lead**

**Manchester FA (MFA)**

**Executive Director**

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| **Role Title:**  | **Executive Director** |
| **1. Role Purpose** |
| * To be help support the strategic direction and development of Grassroots Football across Greater Manchester
* To provide executive expertise and knowledge within Media and Communications to our key stakeholders, Clubs, Leagues and volunteers.,
* To contribute to an effective, constructive and cohesive Manchester County FA Board of Directors
* To play an active part and contribute to the strategic direction of the Business.
* To ensure that Safeguarding remains at all times at the heart of what we do.
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| **2. Principal Accountabilities/Responsibilities** |
| Statutory DutiesThe Companies Act 2006 (the 2006 Act) contains a statement of seven general directors’ duties, which are as follows:* Section 171: To act in accordance with the company’s constitution and to use the director’s powers only for the purposes for which they were conferred;
* Section 172: To act in a way, that the directors consider, in good faith, would most likely promote the success of the company for the benefit of its

 members, taking account of various factors;* Section 173: To exercise independent judgement;
* Section 174: To exercise reasonable care, skill and diligence;
* Section 175: To avoid conflicts of interest;
* Section 176: Not to accept benefits from third parties; and
* Section 177: To declare interests in proposed transactions and arrangements involving the company.

All the above sections are defined in more detail within the MFA Directors Information Pack.**Functional / Operational Duties*** To report to the Board with strategic leadership for grassroots football across Greater Manchester.
* To work with the CEO/Company Secretary to deliver the Compliance of the FA Governance Code
* To actively contribute both at Board Meetings and to the strategic support of the Executive Management Team at MFA.
* To attend Manchester FA events and also Safeguarding Club Visits and be a positive advocate of the work of Manchester FA team.
* To chair and or attend, as required, any working groups that the Board delegate you to attend and provide strategic support and executively champion.
* To attend FA Workshops and Training as and when required.
* To ensure that Safeguarding remains at the heart of all what Manchester FA do.
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| **3. Knowledge/Experience/Technical Skills/Behaviours** |
| **a) Knowledge/Experience/Technical Skills** |
| **Essential**.* An excellent knowledge of The FA’s National Game Strategy
* An excellent understanding of Safeguarding in Football.
* An understanding of the statutory Articles of Association.
* A high level of understanding of MFA’s Vision & Mission.
* Excellent IT skills and ability to interact remotely via WebEx/Skype.
* Excellent communications and presentation skills.
* Excellent interpersonal, communication and team working skills.
* Ability to contribute independently and deal with and manage conflict.
* Diplomacy and the ability to deal with confidential information.
* Knowledge and understanding of Sports equity and equality
 | **Desirable*** A knowledge and experience of the workings of grassroots football across Greater Manchester.
* A knowledge of Manchester FA League and Club Structures
* An Understanding of Regulations and Sanctions
* A knowledge of other key partnerships and stakeholder engagement that help grow the grassroots game.
* A knowledge of non-traditional organisations that support volunteers in the grassroots game.
* A knowledge of interactive technologies that support the grassroots game.
* Experience of Governance and Governance Codes
* Experience of implementing policies, protocols and guidance.
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| **b) Behaviours** |
| * Creating Solutions
* Influential Communication
* Collaborative Teamwork
 | * Inspiring Others to Succeed.
* Customer Excellence and Quality
 |
| **Further Information** |
| Completed by Name/Role | Colin Bridgford / Chief Executive Officer at Manchester FA |
| Signature |  |
| Date | 10th September 2021 |



Manchester FA

**Executive Director**

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# Completing and returning the Application Form

Please complete the application form and return to Colin Bridgford, Chief Executive Officer at Manchester FA on or before **12 noon on Friday 24th September 2021.** The form can be either sent by post or by email to colin.bridgford@manchesterfa.com. Postal applications are to be addressed; Strictly Private and Confidential, for the attention of Colin Bridgford, Chief Executive Officer, Manchester FA, The National Squash Centre, Gate 13, Rowsley Street, Etihad Campus, M11 3FF.

The decision to invite you to attend for interview will be based on the information that you provide on this form.

Position applied for

# Personal Details

## Please complete in block capitals

First Names Surname

Mr/Ms/Mrs or preferred title

Address

Post Code Email Address

Do you have an FA Number (FAN) If so, please can you provide?

When is the most convenient day and time to contact you?

What is the best number to contact you on?

Yes / No

Do you hold a full current driving licence?

Expires:

Yes / No

Do you have an in-date DBS Check?

If you do not hold an FA DBS check, it will be a requirement for this to be completed before appointment.

### Education and Training

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

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| *Dates* | *Institution* | Course or Qualification |
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Please insert additional rows in the table above if required.

### Employment and/or Volunteering History

Starting with your present or most recent, please give a summary of all employment, including any relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, job title and brief details of your responsibilities.

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| --- | --- | --- | --- |
| *Dates* | *Employers name/nature of business* | Job title | *Key Responsibilities* |
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Please insert additional rows in the table above if required

### How do I meet the requirements of the Role as an Executive Director?

Please outline the skills and experience that you have that are appropriate to demonstrate your suitability for the advertised role and how you would meet the knowledge, experience and technical skills required. Please do include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understand the role advertisement and the role description provided.

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### How do I meet the values of Manchester FA?

Manchester FA’s culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA’s three core values?

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| Passionate:Inspiring:Professional: |

### Additional Information

Manchester FA is aware of its obligations, under the Disability Discrimination Act 1995, now formally the Equality Act 2010, to carry out reasonable adjustments where needed for applicants who have a disability. Please detail any adjustments you will require to be made, if you are invited to attend for interview.

Have you ever been convicted of a criminal offence (apart from spent convictions under the Rehabilitation of Offenders Act 1974)?

Are there any outstanding charges against you?

If the answer to either or both of these questions is yes, please give the date, nature of the offence and the fine or sentence (if convicted).

### References

I agree that any offer of a role with Manchester FA is subject to satisfactory references. Please provide the name and addresses of two referees. If your choice of referees does not include your most recent/present employer we do reserve the right to request a reference from your last employer in place of, or in addition to the two provided below. Personal references should be given only when there is no previous employer or educational establishment to which reference can be made.

|  |  |  |
| --- | --- | --- |
|  | First Referee | Second Referee |
| Name |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone |  |  |
| Relationship to you |  |  |

**Declaration**

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

**\*If returning this application form by email, please ensure your signature is scanned and inserted in the signature box below.**

\*Signature:

Date:

**Please complete and return your application form before 12 noon on Friday 24th September 2021.**

**Either email your application** **colin.bridgford@manchesterfa.com** **Or via post, address as follows:**

**Strictly Private and Confidential**

**Colin Bridgford, Chief Executive Officer**

**Manchester FA, The National Squash Centre, Gate 13, Rowsley Street, Etihad Campus, M11 3FF**