

>PLAY >VOLUNTEER >COACH >REFEREE



INDEPENDENT CHAIR OF THE BOARD RECRUITMENT PACK

FOR A BETTER GRASSROOTS GAME IN GREATER MANCHESTER



GREATER
MANCHESTER
FOOTBALL



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If you need any additional information or have any questions about this role please contact COLIN.BRIDGFORD@MANCHESTERFA.COM or the recruiting officer identified later within this application pack.

WHO ARE MANCHESTER FA?



We are the home of grassroots football in Greater Manchester and are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the governing body for association football across Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all, regardless of age, ability, sex, sexual orientation, race, religion or socio-economic background. Often described as grassroots football, participation in the non-professional game continues to thrive in a city-region steeped in football tradition and history.

Based at the House of Sport at the Etihad Campus, we oversee and support the game at every level across our county. We currently support more than 38,000 affiliated players playing within thousands of teams and hundreds of clubs. The game is powered by over 3,800 registered volunteers who give their time to lead, organise and sustain football in their communities.

We also support the development of the people who make the game possible on and off the pitch. This includes 150 registered referees and a growing network of coaches who access learning and development opportunities to raise standards and improve the experience for players across Greater Manchester.

As guardians of the national game locally, we are committed to strong governance, high standards, effective safeguarding and continuous development. Everything we do is focused on one shared ambition: for a better grassroots game in Greater Manchester.



‘FOR A BETTER GRASSROOTS GAME IN GREATER MANCHESTER’
CLICK OR SCAN TO DOWNLOAD OUR 2024-2028 MANCHESTER FA BUSINESS STRATEGY

Dear Applicant,

Manchester FA is looking to recruit a dynamic individual to be our Independent Chair of the Board and in doing so become an Independent Non-Executive Director. The Independent Chair will be responsible for the leadership of the Board of Directors and accountable for overseeing the affairs of Manchester FA ensuring that the Board meets its obligations and responsibilities to the Association. The appointed Chair will hold the Board to account for their performance and the performance of the Association providing inclusive leadership to the Board of Directors ensuring that each Director fulfils their duties and responsibilities for the effective governance of the Association. We are looking for an individual who has a credible knowledge and experience of Chairing a Board and preferably with a knowledge of the voluntary sector of sports and an excellent knowledge of the key football and non-football stakeholders across Greater Manchester. The overall purpose of the Board is to provide the strategic direction to the Executive Team to deliver and execute our strategic business plan, enhancing and growing the opportunities to develop the game across Greater Manchester. The Chief Executive Officer will report to the Independent Chair and our Independent Chair will ensure that our work grows and develops the grassroots game across Greater Manchester.

The Independent Chair will coordinate an energetic Board and Executive Team, ensuring Manchester FA is at the forefront of serving its stakeholders to highest standard. We are therefore looking for an individual who has the credible knowledge, experience and understanding of such a role as Chair.

Manchester FA within its governance allows for a Chair/Director to serve for a total of three, three-year terms. The role is a voluntary role and was initially appointed for a term of three years, September 2023 to September 2026. In accordance with our Articles of Association and The FA's Code of Governance for County FA's the role will be readvertised for those who may be interested in applying. In accordance with our Articles of Association the current Chair can (if they wish) reapply for the role for a second three-year term.

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. The successful applicant will join our current Board of Directors, which include:

- 1) Dan Jones - SINED Finance & Risk

2) Colin Bridgford - CEO, Company Secretary, FA Representative in FA Council
- 3) Will Blandamer - INED Transition 28 & Safeguarding Board Champion

4) Chris Armstrong - INED Health & Wellbeing
- 5) Anika Leslie-Walker - INED Equality, Diversity & Inclusion

6) John Hand - INED Legal & Compliance
- 7) Rachael Griffiths - INED Communications & Marketing

8) Megan Coggin - Chair of Young Leaders
- 9) Charlotte Dinsdale - INED Women & Girls

10) Rebecca Britain - INED Professional Game



To join our Board of Directors you must be able to demonstrate our three core business values of; Passionate, Inspiring and Professional.

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 People Committee which have identified a panel to complete the recruitment and make a recommendation to the Board. The Senior Independent Non-Executive Director, Dan Jones will lead on the appointment of this important role. Our CEO and Company Secretary, Colin Bridgford together with our Chair of the People Committee, Chris Armstrong will assist on the recruitment and panel selection, which will include representation from The Football Association.

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

We are looking for a person that will lead by example and add value through their knowledge and behaviours. The role will require flexibility; it comes with a significant commitment during the term. It will require the following availability: To chair our quarterly Board meetings, to chair our biannual Board Strategic Away Days, to attend monthly Executive Management Team Meetings and to attend FA conferences, collaboration days (max 4 per season), there will be a requirement as Chair to attend key strategic meetings that take place throughout the season with our key football and non-football stakeholders.

Our Board meetings usually take place on a Friday each quarter and the proposed dates for our meetings in the 2026/27 season are as follows:

- Friday 23rd October 2026 – Followed by a Board Strategy Day until 4pm.
- Friday 29th January 2027
- Friday 30th April 2027
- Friday 16th July 2027

Manchester FA understands that flexibility is required for those Directors attending the quarterly board meetings and although attendance in person is a strong advantage, we will not discriminate or discourage those that would have to (on occasions) attend via a Teams Call.

There will also be a Board Teams call that will take place in the intervening months of those listed above. Those Teams calls will be of an hour's duration and take place in an evening and are in place to provide effective support to our Executive and provide accountability for any open action points.

As the Independent Chair and a 'Independent Non-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.



APPLICATION PROCESS

To apply, please complete the application form located towards the end of this pack and equality and diversity monitoring form found [HERE](#).

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact Paul.Roots@ManchesterFA.com who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged at your convenience, Manchester FA will happily work around your current commitments and responsibilities.

Manchester FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. You can find out more about Manchester FA’s commitment to EDI in our Equal Opportunities Policy at ManchesterFA.com.

Manchester FA are committed to addressing individuals from historically under represented groups within the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

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 will be completed with employment and character references requested before employment is offered.

KEY DATES

APPLICATION CLOSING DATE:

FRIDAY 18 SEPTEMBER 2026

INTERVIEWS:

W/C 21 & 28 SEPTEMBER 2026

ABOUT THE ROLE

ROLE TITLE:	INDEPENDENT CHAIR OF THE BOARD OF DIRECTORS
CONTRACT TYPE:	N/A
TERM LIMIT:	THIS IS A TERM APPOINTED ROLE TO A MAXIMUM OF 9 YEARS SERVICE WHICH EQUATES TO THREE TERMS OF THREE YEARS. AN OPEN RECRUITMENT PROCESS WILL TAKE PLACE AT THE END OF EACH THREE YEAR TERM
SALARY:	VOLUNTARY - REASONABLE EXPENSES PAID
ROLE PURPOSE:	- To be responsible for the leadership of the Board of Directors and accountable to the Membership of Manchester Football Association (subsequently referred to as ‘the Association’). - To be responsible for overseeing the affairs of the Association and for ensuring that the Board meets its obligations and responsibilities to the Association. - To hold the Board to account for the performance of the Association providing inclusive leadership to the Board of Directors, ensuring that each Director fulfils their duties and responsibilities for the effective governance of the Association. To act as an ambassador for the Association. - The Chief Executive Officer reports to the Board of Directors through the Independent Chair. The Independent Chair is directly responsible for the Chief Executive Officers performance review and management.

RESPONSIBILITIES

JOB TITLE:	INDEPENDENT CHAIR OF THE BOARD	CONTRACT TYPE:	N/A
REPORTS TO:	BOARD OF DIRECTORS	TIME COMMITMENT:	4 X BOARD MEETINGS I 2 X STRATEGIC DAYS I 2 X FA 1 DAY CONFERENCES I MONTHLY EXECUTIVE MANAGEMENT MEETINGS
DIRECT REPORTS:	CHIEF EXECUTIVE OFFICER	LOCATION:	N/A

JOB RESPONSIBILITIES

ROLE PURPOSE

- To direct and monitor the business affairs of the Association by determining the vision, strategy, plans, policies, and financial investment required to achieve the overall long- term business objectives.
- To oversee the financial planning of the Association by analysing its performance and risks.
- To retain constant awareness of the Association’s financial position and act to prevent problems.
- To be an active board member, providing strategic oversight and to constructively challenge and review the Manchester FA strategic plan.
- To serve as a Director of the Association and lead the Board in setting strategic objectives for the Association, overseeing their implementation.
- To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- To ensure that the Board maintains and demonstrates a clear division between the Board’s management and oversight role and the executive’s operational role.
- To lead the Board in the approval of the long-term financial plan and annual budget.
- To set the agenda for each Board meeting in consultation with the CEO.
- To chair Board meetings effectively, ensuring that Directors receive accurate, timely and clear information and that adequate time is available for discussion and time is used productively.
- To lead the Board in demonstrating transparency and accountability, engaging effectively with stakeholders and nurturing internal democracy.
- To set an example in the values and behaviours adopted, acting at all times in line with the Code of Conduct agreed by the Board.
- To monitor the delivery of the strategic plan and objectives of the Association.
- To undertake and maintain evaluation records of the Board’s skills and performance and of individual Directors, and that of its committees in line with the Code of Governance.
- To use evaluation findings to develop the skills and effectiveness of the Board.
- To review, with the CEO, any issues of concern to the Board including the wellbeing of staff and the wider workforce of the Association.
- To manage the performance of the CEO, providing opportunities for coaching and development as required.
- To lead the Board in identifying proportionate and appropriate actions to be taken to support and/or maintain diversity targets set and agreed for the Board.
- To act as an ambassador and represent the Association at internal and external meetings and functions.
- To appoint Chairs to the various Board Subgroups/Committees in consultation with members of the Board.
- To serve as an ex officio member of all Board Subgroups/Committees.
- To Perform other responsibilities as assigned by the Board.

KEY OUTCOMES AND RESPONSIBILITIES

Strategic Leadership: Lead the development and implementation of a clear vision and strategy for the organisation and for grassroots football in Greater Manchester.

Partnership Engagement: Build and maintain strong relationships with key stakeholders to drive collaboration and alignment across Greater Manchester.

Governance: Ensure that Manchester FA’s Board of Directors and Board subgroups operate effectively, transparently, and in line with agreed terms of reference and governance principles.

Advocacy: Act as a champion for Safeguarding in grassroots football, influencing policy, investment, and public perception of the work of Manchester FA across Greater Manchester.

Meeting Facilitation: Chair quarterly board meetings, ensuring productive discussions, inclusive participation, and clear decision-making in relation to the strategic direction of the Grassroots Game in Greater Manchester.

Progress Monitoring: Oversee the delivery of agreed actions, ensuring progress is tracked, reported, and celebrated.

PERSON SPECIFICATION

ESSENTIAL CRITERIA:	QUALIFICATIONS No specific qualifications are essential to perform this role of Chair. However, where the Chair performs a specific function on the Board in addition to Chair, qualifications may be required. Proven experience as an Independent Chair or similar role. In-depth knowledge of corporate governance, finance and accounting principles, laws and best practices. Solid and strong commitment to Equality Diversity and Inclusion. Analytical and rational thinking. Strategic leadership and management skills. Decision-making skills. Recruitment and selection skills. Diplomacy and the ability to deal with confidential information. Positive attitude and highly self-motivated with ability to motivate others. Evidence of emotional intelligence and self-awareness. A strong commitment to promoting and embedding diversity and inclusion at all levels. Excellent meeting chairing skills including the ability to generate a productive group discussion ensuring that all voices and points of view are heard and given due consideration. The ability to facilitate a positive Board culture, and in particular the relationship between the Board and the executive workforce. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation. Excellent interpersonal skills including rapport-building, active-listening and incisive questioning. The ability to form productive relationships both internally and externally and strategic partnerships for the benefit of the Association. Knowledge and understanding of the responsibilities of a Board Director. Knowledge and understanding of the Companies Act (2006). Thorough knowledge of the Articles of Association and their application. Understanding of how to apply Principles of inclusive practice. Knowledge and understand of financial accounts, management accounts and budgeting. A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the Association. Effective use of digital communication including email and the internet.
DESIRABLE CRITERIA:	Possess or show willingness to have an understanding of the football landscape at the grassroots and professional level. An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations. Up to date knowledge of Grassroots Football and the role of the Association in its governance. Knowledge of the County FA Governance Code. Knowledge and understanding of the Safeguarding requirements for the Association. Knowledge of other key areas of legislation including Health and Safety, Employment, GDPR, Bribery and anti-corruption, whistleblowing and Taxation. Familiarity with local government, education, and/or voluntary sector operations. Experience of connecting and engaging competing stakeholders to achieve and develop mutually beneficial goals. Performance management and conducting appraisals (in relation to the management of CEO). Risk management. Experience of organisational assessments, audits or inspections. Customer experience and engagement. Succession planning. Business coaching and mentoring. Working with Board skills audits.

HOW TO APPLY

KEY DATES

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CLICK HERE TO APPLY TODAY!



PASSIONATE | INSPIRING | PROFESSIONAL



GREATER MANCHESTER FOOTBALL

Manchester Football Association

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