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INDEPENDENT NON-EXECUTIVE DIRECTOR SAFEGUARDING BOARD CHAMPION 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 become our Safeguarding Board Champion and in doing so become an Independent Non-Executive Director. The appointed person will work with our Senior Safeguarding Lead and importantly our Designated Safeguarding Officer. The role holder will assist our Board of Directors to make informed decisions as to our work and commitments to Safeguard Grassroots Football across Greater Manchester. We are looking for an individual who has a credible knowledge and understanding of Safeguarding. A knowledge of the grassroots game would be valuable, experience of being on a Board is not essential.

As a Board Director at Manchester FA, you will provide expertise and guidance to the Board and to the Executive Team. The appointed Director will Chair our Safeguarding Strategy Group, which is supported by our Designated Safeguarding Officer and Senior Safeguarding Lead with the group existing of Safeguarding Professionals from the Public, Private Sectors and Sport. The successful candidate will report to the Board quarterly providing an executive summary of Safeguarding. The INED for Safeguarding will also report to the Board on the competence and compliance of The FA's Safeguarding 365 mandatory standard together with the Independent Assessments from the NSPCC Child Protection in Sport Unit.

The purpose of our Board is to provide the strategic direction to the executive 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. The successful applicant will join our current Board of Directors, which include:

- 1) Jane Crombleholme - Independent Chair of the Board

2) Rachel Griffiths - INED Communications & Marketing
- 3) Chris Armstrong - INED Health & Wellbeing

4) Will Blandamer - INED Transition 28
- 5) John Hand - INED Legal & Compliance

6) Rebecca Britain - INED Professional Game
- 7) Dan Jones - SINED Finance & Risk

8) Anika Leslie-Walker - INED Equality, Diversity & Inclusion
- 9) Megan Coggin - Chair of Young Leaders

10) Charlotte Dinsdale - INED Women & Girls



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 to complete the appointment of this important INED role. Our Senior Safeguarding Lead and CEO, Colin Bridgford together with our Chair Jane Crombleholme will lead on the recruitment and will be assisted by our Designated Safeguarding Officer.

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 to attend our quarterly Board meetings and an annual FA Safeguarding Conference; 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
- Thursday 11th February - FA Safeguarding Conference - London
- 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 an ‘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 4 SEPTEMBER 2026

INTERVIEWS:

W/C 14 SEPTEMBER 2026

ABOUT THE ROLE

ROLE TITLE:	INDEPENDENT NON-EXECUTIVE DIRECTOR - SAFEGUARDING BOARD CHAMPION
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:	Attend quarterly and contribute effectively to the Board of Directors meetings. Astutely and strategically oversee Safeguarding Competence and Compliance of the Grassroots Game across Greater Manchester. The Safeguarding Board Champion will chair four quarterly Safeguarding Strategy Group Meetings. These take place in the fortnight prior to the Board of Directors meetings at which the Board Safeguarding Champion will present to Board an executive overview and a Safeguarding Strategy Report. The Independent Non-Executive Safeguarding Board Champion will act as an ambassador for Manchester Football Association and act as a custodian of the highest standards of integrity and governance. The Director will bring recent and relevant Safeguarding experience. They will work closely with the wider Board, ensuring that they are kept informed through relevant and timely information. They will be required to form a strong working relationship with the Designated Safeguarding Officer and the Senior Safeguarding Lead, providing inspiring and positive support and acting as a sounding board when called upon. We are looking to build on the strong existing Safeguarding foundations across the Grassroots game and continue to build on the best practice highlighted from our previous NSPCC CPSU Independent Assessments. The appointed INED will lead strategically and will form collaborative connections with both the grassroots and professional game, ensuring Safeguarding is Everyone’s Responsibility. Our Strategy and Vision ‘To safeguard Grassroots Football across Greater Manchester, providing fun, safe and inclusive environments for all, whilst providing education opportunities for our entire workforce. We will ensure the voice of our young people are heard and used to positively impact the future of the game across Greater Manchester.’

RESPONSIBILITIES

JOB TITLE:	INED SAFEGUARDING	CONTRACT TYPE:	N/A
REPORTS TO:	CHAIR OF THE BOARD	TIME COMMITMENT:	FOUR BOARD MEETINGS PER ANNUM
DIRECT REPORTS:	N/A	LOCATION:	N/A

JOB RESPONSIBILITIES

ROLE PURPOSE

- To ensure Manchester Football Association achieves and retains The FA’s Safeguarding 365 Operating Standard for CFAs.
- To ensure the Board acts in accordance with legislation, statutory guidance and The FA’s Safeguarding Policies and Procedures and any associated guidance including the achievement and retention of The FA Safeguarding 365 Standard.
- To be an active Board member championing the safeguarding of children and young people (under the age of 18) in all CFA activities and adults at risk.
- To recognise and champion that all children and young people in football and all adults at risk are entitled to the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

KEY RESPONSIBILITIES

- To ensure the CFA always acts in keeping with legislation, statutory guidance and The FA’s Safeguarding Policies and Procedures and the Safeguarding Operating Standard;
- To ensure the CFA safeguarding responsibilities and accountabilities are embedded in the CFA Strategy, Business Plan, Budget, Risk Register and Operational Plan;
- To ensure the CFA enables and provides relevant safeguarding training for the Board, staff, volunteers and our working group members supporting Our Game in Manchester;
- To ensure all staff role profiles have safeguarding responsibilities embedded in them;
- To ensure the Board receives and scrutinises information on progress against key areas of work, including the independent assessment reports, risks and challenges;
- To ensure all volunteers are aware of and comply with The FA’s Safeguarding 365 Standard requirements;
- To check and challenge to ensure that the interests of children and young people are paramount in all CFA activities and the best interests of adults at risk are given due consideration;
- To use the whistle-blowing policy if any concerns are not fully addressed by the CFA or the Board.
- To make recommendations to, and implement and monitor policies set by, Manchester FA, the FA concerning all strategic and operational matters regarding Safeguarding.
- To be consulted on matters affecting the development of the Grassroots game by the FA and other national football stakeholders.
- To work with key stakeholders to develop and evolve the Safeguarding landscape for football across Greater Manchester as part of a holistic and inclusive strategic governance function.
- To ensure the workforce, specifically the Club and League Welfare Officers are provided with educational opportunities and continuous professional development.
- To prepare a quarterly update to the Board of Directors and provide an annual report to the Board on the progress of the Safeguarding
- To promote Safeguarding in Grassroots Football across Greater Manchester at every opportunity to do so.
- Act as an Ambassador, attending annual PlaySafe weekends and other County FA events (where possible), including our flagship County Cup Finals.
- To support and attend FA and MFA meetings, conferences and events (where possible).

KEY OUTCOMES AND RESPONSIBILITIES

- **Strategic Leadership:** Lead the development and implementation of a clear vision and strategy for Safeguarding grassroots football in Greater Manchester.
- **Partnership Engagement:** Build and maintain strong relationships with key stakeholders to drive collaboration and alignment.
- **Governance:** Ensure that Manchester FA’s Safeguarding Strategy Group operates 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 across Greater Manchester
- **Meeting Facilitation:** Attend quarterly board meetings, ensuring productive discussions, inclusive participation, and clear decision-making in relation to the Safeguarding 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:	-A child-centred belief system and behaviours; - Experience of demonstrable and effective governance – and overseeing a strategic approach; - Experience of safeguarding or child protection; - Experience of working in adult safeguarding; - Knowledge and understanding of grassroots or other voluntary activity; - Awareness and understanding of The FA’s Safeguarding Policy and Procedures and the Safeguarding Operating Standard for CFAs; - Commitment to inclusion, diversity, and representation in sport. - Diplomacy and the ability to deal with confidential information. - The ability to demonstrate MFA’s three core values, Passionate, Inspiring, Professional. - Ability to listen effectively; - Ability to ask probing questions; - Strong communication, facilitation, and influencing skills. - Experience of problem-solving; - Basic IT skills, including Word and email.
DESIRABLE CRITERIA:	- Experience of organisational assessments, audits or inspections. - Experience of being a member of committees or Boards - Previous experience on a Board or an Onboarding or Observer Programme. - An excellent knowledge of The FA Safeguarding Strategy ‘An Ever-Safer Culture’ - A knowledge of the football landscape at the grassroots and or professional level. - Familiarity with local government, education, and/or voluntary sector operations. - Understanding of Safeguarding Reporting, Compliance, Regulations and Sanctions - Experience of connecting and engaging competing stakeholders to achieve and develop mutually beneficial goals.

PASSIONATE | INSPIRING | PROFESSIONAL

HOW TO APPLY

KEY DATES

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INTERVIEWS:

W/C 14 SEPTEMBER 2026



CLICK HERE TO
APPLY TODAY!





GREATER MANCHESTER FOOTBALL

Manchester Football Association

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