



**MIDDLESEX FA**  
**CUP WINNERS**

## **RECRUITMENT PACK**

**Independent Non-Executive  
Human Resource Director**





### **Who we are**

Middlesex Football Association are a charitable organisation providing everyone with the opportunity to participate in football across our Boroughs which are the most densely populated and diverse in the country.

We aim to ignite positive change through the power of football. The purpose of everything we do is to unite communities, tackle inequalities, and promote health across our county. Our values are integral to everything we do. We are committed to making the grassroots game better. Through continuous connection with our local community, we will work creatively and collaboratively to enhance their experience.

We nurture the grassroots game, fostering a love for the sport that extends far beyond the pitch. By building strong relationships with our community, we will understand their needs and will develop solutions together, to ensure everyone has the chance to participate.

With unwavering dedication and a spirit of innovation, we are building a Middlesex where football flourishes, inspiring a brighter future for all.

### **Our Strategy**

‘Realising Our Potential’ is our current four-year strategy which is made up of four strategies which include Commercial, Middlesex Community Football Centres, Equality, Diversity and Inclusion, and a Grassroots Strategy.

### **Our Purpose**

Inspiring positive change through football by uniting communities, tackling inequalities and improving the health of the Middlesex Football community.

### **Our Values**

**We are Committed** – We are committed to governing the game in a way that is fair and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.

**We are Creative** – We are creative, always finding new ways to stay ahead and serve our football community. We learn from our experiences and focus on the future.

**We are Collaborative** – We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are listening to feedback and meeting their needs. We will collaborate as a team to share knowledge, provide feedback and work as a team to meet our common goal.

**We are Connected** – We are connected with our community, operating with a customer-focused approach that puts our participants at the heart of what we do.

For further information on Middlesex FA please visit our website and please review our Annual Report and our four-year strategy ‘Realising Our Potential’.

Season Review link <https://www.middlesexfa.com/news/2023/jun/15/season-review>

Strategy link TBC



## ROLE DESCRIPTION

### NON-EXECUTIVE HUMAN RESOURCE DIRECTOR

#### Commitment:

Attend bi-monthly Board meetings, actively contributing in your role as an Independent Non-Executive Director with Human Resources expertise.

#### What is the role?

The Non-Executive Human Resource Director will act as an ambassador for Middlesex Football Association and act as a custodian of the highest standards of integrity and governance. The Director will bring recent and relevant human resources experience that will contribute to the development of a positive organisational culture and a robust people strategy which supports the achievement of the Association's aims. They will work closely with the wider Board, ensuring that they are informed through relevant and timely information. They will be required to form a strong relationship with the CEO, providing support and acting as a sounding board on all human resource matters.

#### What will you do?

- To provide strategic guidance and leadership to Middlesex Football Association on HR matters.
- To ensure Middlesex Football Association fulfils its HR commitments included in the Association's strategy.
- To support Middlesex Football Association's senior leadership in embedding equality, diversity and inclusion throughout the organisation.
- To lead the Board in ensuring its responsibilities towards the welfare and safety of its members and people (including but not limited to employees, participants and volunteers) are factored into the decisions it makes and shall appoint one of its Directors to take a lead in this area.
- To review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the Board.

Application Deadline: **THURSDAY 31<sup>st</sup> OCTOBER 2024**

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specifications by clicking [HERE](#).

If you need any more information or have any questions about this role, please contact [kayleigh.saunders@middlesexfa.com](mailto:kayleigh.saunders@middlesexfa.com) or via phone 07506 282963





## APPLICATION PROCESS

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specifications by clicking [HERE](#).

Please make sure to review the recruitment pack in full before completing your application. If for any reason you are unable to access or complete the application, please contact [management@middlesexfa.com](mailto:management@middlesexfa.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 this role. The interview will be arranged at your convenience, Middlesex FA will happily work around your current commitments and responsibilities.

Middlesex 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.

## KEY DATES

**APPLICATION CLOSING DATE: THURSDAY 31<sup>st</sup> OCTOBER 2024**

**INTERVIEWS: TUESDAY 12<sup>th</sup> NOVEMBER 2024**



## INDIVIDUAL ROLE PROFILE

### NON-EXECUTIVE HUMAN RESOURCE DIRECTOR

**Role Title:** Non-Executive Human Resource Director

**Reports to:** Chair of the Board of Directors

**Direct Reports:** N/A

**Role Purpose:** To provide strategic guidance and leadership to Middlesex Football Association on HR matters.

To ensure Middlesex Football Association fulfils its HR commitments included in the Association's strategy.

To support Middlesex Football Association's senior leadership in embedding equality, diversity and inclusion throughout the organisation.

To lead the Board in ensuring its responsibilities towards the welfare and safety of its members and people (including but not limited to employees, participants and volunteers) are factored into the decisions it makes and shall appoint one of its Directors to take a lead in this area.

To review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the Board.

**Salary Band:** Voluntary (Business expenses included)

**Time Commitment:** Attend bi-monthly Board meetings, actively contributing in your role as a Human Resource Director.

**Location:** Remote and face-to-face meetings take place with attendance required at the Middlesex FA office at Rectory Park.

## RESPONSIBILITIES

- Serve as a Non-Executive Director of Middlesex FA and to actively participate in its strategic management.
- Execute responsibilities of a Company Director in accordance with the Companies Act (2006) and other legislation.
- Safeguard the interests of the membership and stakeholders of the Association.
- Jointly establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- 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.
- Jointly oversee the management of risk to the Association.
- Jointly develop and maintain an effective corporate governance structure.
- Monitor the financial affairs of the Association and ensure the effective use of Middlesex FA finances.
- Promote equality of opportunity throughout the Association.
- Represent the Association to partners and stakeholders of the Association in a professional manner.
- Act with discretion in respect of sensitive, confidential or commercial information provided to you in this role.

## HUMAN RESOURCES

- Ensure that HR activities and interventions are linked to the company's objectives and compliment the culture.
- Maintain the highest standards of governance in policies and practice related to employee relations, recruitment, retention, rewards and recognition as well as staff learning and development.
- Assess risks and measure the impact of HR interventions in light of changing legal requirements and best practice.
- Provide long-term strategic oversight of the organisation's people requirements in relation to the overarching goals.
- Guide Middlesex FA to become a healthy, inclusive and positive organisation and a great place to work.

## BOARD SAFETY CHAMPION

- Ensure the Board has a clear oversight of all aspects of welfare and safety including but not limited to safeguarding (adults and children), mental health and wellbeing (including psychological safety) and integrity issues.
- Take the lead on the Board in establishing a culture, across the organisation, where welfare and safety is paramount.
- Responsible for checking and challenging the Board on decisions that affect welfare and safety across the organisation, providing support for the executive staff on issues relating to welfare and safety.

## PERSON SPECIFICATION

### Essential (Required to fulfil the role)

- Experience of working in HR, mental health and wellbeing, occupational health or safeguarding at a senior level.
- Senior business leadership HR experience gained in private, public or voluntary sectors.
- Strong working knowledge of current UK employment legislation.
- Experience of developing a HR Strategy.
- Experience of leading equality, diversity and inclusion initiatives.
- Ability to use data to inform and contribute to the strategic thinking and direction of the Association.
- Analytical and rational thinking.
- Evidence of empathy, emotional intelligence and self-awareness.
- Positive attitude and highly self-motivated with the ability to motivate others.

### Desirable (Beneficial, but can be learned in role)

- Company Board level experience.
- Understanding of the volunteer/professional relationship and how this can best work to support the work of the Association.
- Possess or show willingness to have an understanding of grassroots football.
- Financial and budgetary awareness.
- Understanding of not-for-profit organisations.
- A strong commitment to promoting and embedding diversity and inclusion at all levels.

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