



MIDDLESEX FA
CUP WINNERS

RECRUITMENT PACK

**Independent Non-Executive
Commercial Director**





Who we are

Our role is to develop and support the grassroots game in the geographical County of Middlesex. We are a charitable organisation providing everyone with the opportunity to participate in the game in Middlesex. Our Boroughs are the most densely populated and diverse in the country and we are committed to connecting and collaborating with everyone who would like to be involved.

Our primary focus when anyone chooses to participate in the game is to make sure safeguards are in place to ensure they have fun in a safe environment, creating pathways for them to stay in the nation's favourite game for as long as they wish. At Middlesex FA our staff and volunteers work tirelessly to share their passion for football. At our facility, Rectory Park, we are proud to have expanded our reach, working with our partners to deliver on and off the pitch.

Our Mission

Rebuild, modernise and grow the game for all.

Our Values

We are Committed – We are committed to doing the right thing. Governing the game in a way that's fair to all 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 – Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past.

We are Collaborative – We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal.

We are Connected - We are connected to the community we serve implementing a customer focused approach that puts the participant at the heart of what we do.

Our Purpose

To achieve our mission we have four simple values that staff, Council and Committee members here at the Association live and breathe – to be committed, to be creative, to be collaborative and to be connected. With these values, we'll continue to move football forwards, creating an environment where regardless of age, ability, faith, gender, sexuality or background, people in Middlesex are able to enjoy the beautiful game.

For further information on Middlesex FA please visit our website and please review our Annual Report and our three year strategy 'Leading from the front'

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

Strategy link <https://www.middlesexfa.com/news/2021/sep/30/middlesex-fa-launch-strategy>

ROLE DESCRIPTION

NON-EXECUTIVE COMMERCIAL DIRECTOR

Commitment:

Attend monthly Board meetings, actively contributing in your role as an Independent Non-Executive Director with Commercial expertise. Support a minimum of 4 Commercial Advisory Board (CAB) meetings throughout the season.

What is the role?

The Non-Executive Commercial 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 commercial experience to provide support to the development of Middlesex FA's commercial strategy and provide informed advice and support to the Board on business development and partnerships that further the Association's mission.

What will you do?

- To provide specialist insight to the Board on the business affairs of the Association and to provide advice on the vision and strategy, plans, policies and financial investment required to achieve the overall long-term commercial objectives.
- To direct and support the creation of a commercial strategy and provide informed advice and support to the Board and other business leaders on business development and partnerships that further the Association's mission.
- To oversee all commercial and sponsorship agreements in respect of the Middlesex FA.
- To provide support and constructively challenge to the Commercial Advisory Board.
- To provide advice on improving customer service standards and use of insights that help to grow the game of football across the County.
- To be an active Board member, providing strategic oversight and to constructively challenge and review the overall Middlesex FA strategic plan.

Application Deadline: **Sunday 18th February 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 kauleigh.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 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: Sunday 18th February 2024

INTERVIEWS: Monday 4th March 2024



INDIVIDUAL ROLE PROFILE

NON-EXECUTIVE COMMERCIAL DIRECTOR

Role Title: Non-Executive Commercial Director

Reports to: Chair of the Board of Directors

Direct Reports: N/A

Role Purpose: To direct and monitor the business affairs of the Association by determining the vision and strategy, plans, policies and financial investment required to achieve the overall long-term commercial objectives.

To direct and support the creation of a commercial strategy and provide informed advice and support to the Board and other business leaders on business development and partnerships that further the Association's mission.

To oversee all commercial and sponsorship agreements in respect of the Middlesex FA.

To provide advice on improving customer service standards and using insights that help to grow the game of football across the County.

To be an active Board member, providing strategic oversight and to constructively challenge and review the overall Middlesex FA strategic plan.

Salary Band: Voluntary (Business expenses included)

Time Commitment: Attend monthly Board meetings, actively contributing in your role as a Non-Executive Commercial Director. Support a minimum of 4 Commercial Advisory Board (CAB) meetings throughout the season.

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 the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant 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.

COMMERCIAL

- Serve as a Non-Executive Director of Middlesex FA and to actively participate in its strategic management.
- Work with the CEO to ensure that the Association has a fit for purpose commercial strategy that supports the generation of income in line with the Association's strategic aims.
- Support improved engagement with the Association's various stakeholders.
- Support improved customer services standards.
- Identify and champion partnerships that help meet the strategic aims of the Association.

PERSON SPECIFICATION

Qualifications and Experience

- Business and commercial management experience.
- Company Board level experience.
- Experience of delivering positive diversity and inclusion improvements.
- An active network of relevant contacts within local business and sports communities.
- Experience of identifying new commercial opportunities and securing investment from multiple sources.
- Ability to contribute to the strategic thinking and direction of the Association.
- Knowledge and understanding of effective marketing.

Skills and Personal Attributes

- Possess or show willingness to have an understanding of grassroots football.
- Financial and budgetary awareness.
- Analytical and rational thinking.
- Positive attitude and highly self-motivated with the ability to motivate others.
- Evidence of emotional intelligence and self-awareness.
- A strong commitment to promoting and embedding diversity and inclusion at all levels.

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