



## Role Profile

<b>Role title</b>	Independent Non-Executive Director
<b>Reports to</b>	Chairman of the Board of Directors

<b>Role purpose(s)</b>	
<ul style="list-style-type: none"> <li>To provide strategic guidance and leadership to Norfolk County FA.</li> <li>To form a strong relationship with the CEO, providing support and acting as a sounding board on all relevant matters.</li> <li>To ensure Norfolk County FA fulfils its commitments included in the Norfolk County FA 21-24 “A strategy for everyone”</li> <li>To be an active Board member, providing strategic oversight and to constructively challenge and review the Norfolk County FA strategic plan</li> <li>To support the Norfolk County FA Senior Leadership Team in embedding equality, diversity and inclusion throughout the organisation</li> </ul>	

<b>Location</b>	Norfolk County FA, TheFDC, Clover Hill Road, Norwich, NR5 9ED with the ability to remotely access meetings on occasions as agreed with the Chairman
<b>Estimated time commitment to fulfil the role</b>	The post requires a commitment to attend regular Board meetings throughout the year, currently held every six weeks. Furthermore, the role may require attendance at other relevant committee meetings and to provide ad-hoc support and advice to the Board.
<b>Remuneration</b>	This is a voluntary role. Relevant expenses will be paid in line with the current Norfolk County FA Expenses Policy.

<b>Responsibilities</b>	
<b>General</b>	
<ul style="list-style-type: none"> <li>Serve as a Director of Norfolk County FA and to actively participate in its strategic management.</li> <li>Execute the responsibilities of a Company Director in accordance with the Companies Act (2006)</li> <li>Safeguard the assets of the business along with the interests of the membership and stakeholders of the Association.</li> <li>Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.</li> <li>Ensure the effective implementation of Board decisions by the CEO and staff, providing a supportive role in ensuring the effective management and delivery of the Association’s strategic aims and objectives.</li> <li>Set challenging objectives for continuously improved performance.</li> <li>Jointly oversee the management of risk to the Association.</li> <li>Develop and maintain an effective corporate governance structure.</li> <li>Monitor the financial affairs of the Association and ensure the effective use of Norfolk County FA finances.</li> <li>Promote equality of opportunity throughout the Association.</li> <li>Represent the Association to partners and stakeholders of the Association in a professional manner.</li> <li>Act with discretion in respect of sensitive, confidential or commercial information provided to you in this role.</li> </ul>	

<b>Person Specification</b>	
<b>Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant academic / professional qualifications for the skills and experience of the individual.</li> </ul>
<b>Skills</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Ability to use data to inform strategic thinking.</li> <li>Evidence of empathy, emotional intelligence and self-awareness.</li> <li>The ability to debate, discuss and challenge in a constructive manner.</li> <li>Excellent interpersonal skills.</li> <li>A strong commitment to promoting and embedding diversity and inclusion at all levels.</li> <li>Positive attitude and highly self-motivated with ability to motivate others.</li> </ul>	<ul style="list-style-type: none"> <li>An ability to understand financial accounts, management accounts and budgeting.</li> <li>The ability to form strong, productive relationships both internally and externally to the benefit of the Association.</li> </ul>
<b>Knowledge and Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Possess or show willingness to develop an understanding of grassroots football.</li> <li>Understanding of the volunteer / professional relationship and how this can best work to support the work of the Association.</li> </ul>	<ul style="list-style-type: none"> <li>Extensive experience and knowledge of Human Resources and/or Information Technology and/or Risk Management</li> <li>Experience of leading equality, diversity and inclusion initiatives.</li> <li>Knowledge of the Norfolk County FA 21-24 “A strategy for everyone”.</li> <li>An understanding of the workings of a County Football Association.</li> </ul>
<b>Enhanced DBS Check required?</b>	No
<b>Check required on Companies House disqualified directors’ register?</b>	Yes
<b>Clean, full driving licence?</b>	No

<b>The role holder will be expected to understand and work in accordance with the values and behaviours described below</b>	
<b>NCFA DNA</b>	<b>Behaviours</b>
<b>INCLUSIVE</b> <i>‘Having inclusion at the heart of the way that we work and operate’</i>	<ul style="list-style-type: none"> <li>Openly collaborates with colleagues, individuals, and partners in the game</li> <li>Provides equal opportunity to people of different backgrounds, experience, and perspective</li> </ul>
<b>EMPATHETIC</b> <i>‘Demonstrating empathy with colleagues, individuals, and partners that we work with’</i>	<ul style="list-style-type: none"> <li>Considers the impact that decisions and views may have on other people’s feelings</li> <li>Demonstrates a caring and supportive approach to the thoughts and feelings of other staff members</li> </ul>
<b>INNOVATIVE</b> <i>‘Continuously looking at new ways and ideas to ensure Norfolk Football moves forward’</i>	<ul style="list-style-type: none"> <li>Seeks out and embraces new ways of thinking and working</li> <li>Utilises the resources available to achieve the best possible outcome</li> </ul>

<p><b>PASSIONATE</b> <i>'Demonstrating an enthusiasm and drive to serve Norfolk Football'</i></p>	<ul style="list-style-type: none"> <li>• Focused on seeing agreed goals through to completion, taking pride in their work</li> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve goals</li> </ul>
<p><b>TRANSPARENT</b> <i>'Offering total visibility and demonstrating integrity within everything we do'</i></p>	<ul style="list-style-type: none"> <li>• Provides open communication internally and externally, where appropriate</li> <li>• Demonstrates accountability for actions and behaviours</li> </ul>

<b>Role description reviewed and modified by:</b>	Matt Carpenter, Chief Executive
<b>Date role description reviewed and modified:</b>	01.12.21
<b>Role description authorised by:</b>	Michael Banham, Chairman
<b>Date role description authorised:</b>	03.12.21
<b>Signed by role holder:</b>	
<b>Date signed:</b>	

One copy to be retained by the role holder, one signed copy to be stored confidentially by the Association.