



THE
FDC
FOOTBALL DEVELOPMENT CENTRE

NORFOLK COUNTY FA

WORKING TOGETHER TO SUPPORT
#NORFOLKFOOTBALL

INDEPENDENT NON-EXECUTIVE DIRECTOR (SAFEGUARDING)

APPLY



EQUALITY & DIVERSITY FORM



Closing Date - 5pm Wednesday 4th December 2024



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OUR ORGANISATION

Norfolk County FA is the not-for-profit, governing body of football in Norfolk. Founded in 1881, it governs, regulates and develops grassroots football across the County, sitting under the umbrella of The FA.

We oversee 12 leagues, 270 clubs and over 1,500 teams, with over 25,000 participants of all ages playing football each week. Thousands more people of all demographics are involved in the local game via coaching, refereeing, and volunteering.

We manage 14 County Cup Competitions each season, oversee match official recruitment and appointments, and operate two state-of-the-art football facilities known as our Football Development Centres (FDC's). Our flagship venue is The FDC in Norwich which boasts the newly developed Harrod Sport Arena as well as multiple small-sided 3G pitches, along with a fully licensed bar and café.

We pride ourselves in being one of the most forward-thinking County FA's in the Country:
[Uniting Norfolk Football.](#)



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BEING A PART OF OUR TEAM

An exciting opportunity has arisen to join our Board.

The Norfolk County FA Board of Directors are responsible for managing the business affairs of the Association, determining the strategy, plans, policies, and financial investment required to achieve the aims of the Association.

In 2022 we became one of the first County FA's to achieve the FA's Code of Governance for County Football Associations. In meeting the requirements of the code, we were able to demonstrate that we have the structures, functional operations, and decision-making processes in place to offer the best possible service to the game at a local level. The Code also includes provisions for our gender diversity, ethnic diversity, and youth representation.

We are also proud to have achieved the Preliminary Level of the Equality Standard for Sport.

As a Director of the Association, you will play a pivotal role in helping us achieve our strategic aims, driving the Association forward and we thank you for your interest in this role.



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THE ROLE

- Collectively, the Board of Directors of Norfolk County Football Association are required to direct the business affairs of the Association and to determine the vision and strategy, plans, policies and financial investment required to achieve the Association's aims. As such, individually and collectively, the Directors are accountable to the Membership.
- To ensure Norfolk County Football Association achieves and retains The FA's Safeguarding 365 Standard for County FAs.
- 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 Operating Standard.
- To be an active board member championing the safeguarding of children, young people (under the age of 18) and adults at risk in all County FA activities.
- 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.



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KEY RESPONSIBILITIES

Safeguarding

- To ensure the County FA always acts in keeping with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures and the Safeguarding 365 Standard for County FAs.
- To ensure the County FA safeguarding responsibilities and accountabilities are embedded in the County FA Strategy, Business Plan, Budget, Risk Register and Operational Plan.
- To ensure the County FA enables and provides relevant safeguarding training for the Board, Staff, and Volunteers.
- 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 for County FA's requirements.
- To check and challenge to ensure that the interests of children and young people are paramount in all Norfolk County FA 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 County FA or the Board.

General

- Serve as a Director of Norfolk County Football Association 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.
- 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.
- Set challenging objectives for continuously improved performance.
- Develop and maintain an effective corporate governance structure.
- Contribute to constructive debate on all Board matters.
- Promote equality of opportunity throughout the Association.
- Fully participate in Board induction, training or development and performance monitoring.
- Perform other responsibilities as assigned by the Board.





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LOCATION

Norfolk County FA, The FDC, Clover Hill Road, Norwich, NR5 9ED with the ability to remotely access meetings on occasions as agreed with the Chairman.

ESTIMATED TIME TO COMMITMENT TO FULFIL THE ROLE

The post requires a commitment to attend regular Board meetings throughout the year, currently held every six weeks on a Monday evening. Furthermore, the role may require attendance at other relevant committee meetings and to provide ad-hoc support and advice to the Board and the Staff Wellbeing Group.

REMUNERATION

This is a voluntary role. Relevant expenses will be paid in line with the current Norfolk County FA Expenses Policy.



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PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS / TRAINING

ESSENTIAL

- Solid understanding of Safeguarding legislation, policies and procedures.

DESIRABLE

- Safeguarding qualifications or relevant CPD
- FA Safeguarding qualifications.
- Experience with Safeguarding associated with a governing body or sports organisations.

SKILLS AND EXPERIENCE

ESSENTIAL

- A child-centred belief and behaviours.
- Experience of demonstrable and effective governance – and overseeing a strategic approach.
- Experience of working in safeguarding or child protection.
- Experience of working in adult safeguarding.
- Awareness and understanding of The FA's Safeguarding Policy and Procedures and the Safeguarding 365 Standard for County FAs.
- Ability to listen effectively.
- Ability to ask probing questions.
- Communications skills.
- Presentation skills.
- Experience of problem solving.
- Basic IT skills, including Word and Excel.

DESIRABLE

- Football Club experience.
- Experience of organisational assessments, audits or inspections.
- Experience of being a member of a committee or Board.



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KNOWLEDGE

ESSENTIAL

- A sound understanding of the volunteer / progressional relationship and how this can best work to support the work of the Association.
- Knowledge and understanding of grassroots football.
- An understanding of and a commitment to equality in action.
- Interest in grassroots sports and knowledge and understanding of not-for-profit organisations.

DESIRABLE

- An understanding of The FA Grassroots Football Strategy and the Norfolk FA Strategy – Uniting Norfolk Football.

ENHANCED DBS CHECK REQUIRED?
CHECK REQUIRED ON COMPANIES HOUSE
DISQUALIFIED DIRECTORS' REGISTER?
CLEAN, FULL DRIVING LICENCE?

- Yes
- Yes
- Desirable



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OUR VALUES

ENGAGE

*Where connection
meets action*

- We prioritise active involvement, meaningful interaction, and impactful connection with stakeholders, audiences, customers and communities. We strive to create compelling experiences, initiatives, and content; igniting interest, participation, and passion.

INSPIRE

*Illuminating the
pathway for all*

- We foster pride and belonging to support wide reaching goals around participation and development. Through setting standards and championing a diverse range of role models we are looking to ignite a fire within the local population around our game.

EVOLVE

*Proactively pursuing
growth*

- We focus on innovation and continuous improvement of our workforce, processes and the Association as a whole. We have the ambition to remain forward thinking and responsive to current trends as well as adaptable to changing circumstances in the world of football.

UNIFY

*Together we achieve
more*

- Through uniting Norfolk Football, we as the Governing Body aspire to create a cohesive and inclusive community, bringing groups together while celebrating the diversity of the local football landscape.

OUR VALUES

**PLAY FOR THE
FRONT OF THE
SHIRT**



100

**GIVE YOUR
100%**

BE BRAVE



**CELEBRATE
TOGETHER**



**PUSH
FORWARD**



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FURTHER INFORMATION

If you would like any further information about this role, or to have an informal chat about the position, please contact our CEO Matt Carpenter - Matt.Carpenter@NorfolkFA.com - 07901 338006

WORKING TOGETHER TO SUPPORT #NORFOLKFOOTBALL

So, you want to make a difference to safeguarding in Norfolk Football? Well now's your chance!

Make a difference and play your part in changing lives through the power of grassroots sport.

Join us!

APPLY

EQUALITY & DIVERSITY FORM

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

Norfolk County Football Association embraces the diversity of Norfolk Football and promotes equal opportunities for all. We welcome applications from all candidates regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex and religion or belief.

Norfolk County FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



Norfolk County Football Association Ltd
Registered Office: Norfolk County FA, the FDC, Clover Hill Road, Norwich, NR5 9ED
Incorporation No: 3830562 England
To find out more about how we hold personal data, please read our Privacy Policy.



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