

# Norfolk County Football Association Ltd

July 2018

Dear Applicant

## RE: Non-Executive Business Director Vacancy

Thank you for expressing an interest in the aforementioned vacancy. Please find enclosed an application pack, including job description and person specification.

If you feel you can demonstrate the necessary skills and attributes required to fulfil the criteria for the role I would welcome your application.

Should you wish to apply, please ensure that your fully completed application reaches the County Headquarters no later than 1pm on Friday 3 August 2018.

Please mark the envelope 'Private and Confidential', for my attention.

Interviews for the position will be taking place during the afternoon on Monday 13 August 2018.

Those candidates selected for interview will be notified, in writing, ideally via email. Should you not receive any correspondence from us by Friday 10 August this means that unfortunately you have not been selected for interview.

Please be advised that no alternative dates are currently being offered for interview so it will be necessary to ensure your availability for the above date.

I look forward to receiving your completed application form.

Yours sincerely

  
**Michael Banham**  
Chairman

Norfolk County FA

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PLAY COACH VOLUNTEER REFEREE CHOOSE YOUR ROLE #NORFOLKFOOTBALL



**Norfolk County Football Association  
Non-Executive Business Director Application Form**

<b>Surname</b>		
<b>First name</b>		
<b>Address</b>		
<b>Post code</b>		
<b>Contact Tel Number(s)</b>		
<b>Email address</b>		
<b>Date of birth (optional)</b>		
<b>Do you suffer from any ongoing health difficulties? Please delete accordingly</b>	<b>YES / NO</b>	
<b>If YES, please give details (optional)</b>		
<b>Please state your 'Business Area Expertise'</b>		
<b>Please give the names and addresses of two referees who can be contacted (only in the event of your being offered the position).</b>		
<b>Please state in what capacity they are known to you (i.e. Personal or employer, etc)</b>		

I certify that to the best of my knowledge, the above details are correct and understand that any offer of the director position would be subject to satisfactory references. I also consent to Norfolk County Football Association making verification checks as appropriate (following the interview process).

**Name** \_\_\_\_\_ **Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return this form together with your CV and a covering letter stating why you are applying for this role.

**The closing date for applications is 1pm, Friday 3 August 2018  
Interview date – Monday 13 August (pm)**

**All applications submitted will be treated confidentially, please return your application marked  
'Private and Confidential' to: The Chairman,  
Norfolk County FA, 11 Meridian Way,  
Thorpe St Andrew, Norwich, NR7 0TA**



## **Role Description**

### **Non-Executive Business Director**

<b>Title:</b>	Non-Executive Business Director
<b>Salary:</b>	Voluntary (Travel Expenses for meetings & specific events)
<b>Primary Location:</b>	Norfolk County FA Headquarters
<b>Responsible to:</b>	Chairman

### **Role Purpose:**

- To make an effective contribution to the commercial and operational activities of Norfolk County Football Association Limited
- To provide support, guidance and challenge to all discussions at Board Level
- To offer direction to the strategic future of the Association

### **The principle accountabilities are summarised below:**

- To serve as a Director of the Company and to actively participate in its strategic management
- To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation
- To safeguard the assets of the business along with the interests of the Membership and stakeholders of the Association
- Ongoing involvement in the planning and delivery of the Norfolk County FA Strategy & Business Plan, #NorfolkFootball ForALL
- To act as the Board 'Champion' in an area of expertise and effectively mentor, guide and advise the staff lead on related matters
- To ensure the effective implementation of Board decisions by the CEO and the staff, providing a supportive role in helping achieve the strategic aims and objectives of the business
- To jointly oversee the management of risk to the Association
- To develop and maintain an effective corporate governance structure
- To monitor the financial affairs of the Association and ensure the effective use of NCFE finances
- To promote equality of opportunity and a football for all ethos in a safe sporting environment
- To represent the Association to partners and stakeholders of the Association in a professional manner

**Key Skills and Experience Required: Essential**

- Communication skills
- Business Planning
- Business and commercial management experience
- Presentation skills
- Influencing skills
- Time management and efficiency experience
- Business planning and budget awareness
- An understanding of the responsibilities and obligations of a Director
- Analytical and rational thinking
- Proven leadership skills
- Basic computer literacy skills

**Key Skills and Experience Required: Desirable**

- Football experience (playing, coaching or administration)
- Management committee experience
- Knowledge of the FA National Game Strategy
- An understanding of the workings of a County Football Association

**Behaviours Expected:**

- Embrace the Norfolk County FA DNA
- Respect for colleagues and others
- Communication
- Leadership
- Customer excellence
- Problem solving
- Self motivated and keen to develop
- Fairness, equality and inclusion
- Team player

**Norfolk County FA is committed to equality of opportunity and welcomes applications from all sectors of the local community.**

