

Norfolk County Football Association Ltd



Dear Applicant

RE: Non-Executive Director

Thank you for expressing an interest in the aforementioned role. Please find enclosed an application pack, including a role profile and person specification.

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

Should you wish to apply, please ensure that your fully completed application reaches the County Headquarters no later than 4pm on Friday 29 March 2019.

If sending in via the post please mark the envelope 'Private and Confidential', for the attention of the Chief Executive Office.

Interviews for the positions will be taking place on Monday 8th and Thursday 11th April, afternoon/evening TBC.

Those candidates selected for interview will be notified, via email. Should you not receive any correspondence from us by Friday 5 April 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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Norfolk County Football Association Ltd



ROLE PROFILE

Title:	Non-Executive Director
Salary:	Voluntary (Travel Expenses for meetings & specific events)
Primary Location:	Norfolk County FA Headquarters
Responsible to:	Chairman and Chief Executive

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 principal 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 Chief Executive 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 NCFAs 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
- To act with discretion in respect of sensitive, confidential or commercial information provided to you in this role

Key Skills and Experience Required: Essential

- Communication skills
- Business Planning
- Business and commercial management experience
- Presentation skills
- Influencing skills
- Time management and efficiency experience
- Financial and budget management awareness
- An understanding of the responsibilities and obligations of a Director

Norfolk County Football Association Ltd



- Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice
- 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 and/or Company Board level 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

Safeguarding Children and Adults at Risk

As this role involves a responsibility to ensure Safeguarding is embedded across the Association, each Director will be required to undertake a Safeguarding Children Briefing and sign a Safeguarding Code of Conduct. Each Director is also required to complete an FA Safeguarding Children Workshop, Online FA Safeguarding for Committee Members Course and Online FA Adults at Risk Training.

Relevant Legislation and Company Requirements

Approve and ensure all duties are carried out with regard to relevant legislation, policies and procedures including:

- Companies Act 2006
- Norfolk County FA's Health and Safety Policy
- Norfolk County FA's Equal Opportunities Policy
- Norfolk County FA's Anti-Bribery and Corruption Policy
- Norfolk County FA's Equality Policy
- Undertake such other relevant duties as may from time to time be determined by the Norfolk County FA

This job profile is only a summary of the role as it currently exists and is not meant to be exhaustive.

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

