

**Northamptonshire FA**

**Non-Executive Director (HR) Application Pack**

**May 2021**

Thank you for your interest in joining the Board of Directors at Northamptonshire FA.

This pack has been put together to give you an understanding of the role, within the context of our vision for a safe, inclusive and fun place for everyone who wishes to take part.

We hope that you want to be part of the future of grassroots football in the county. We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.

Applications from candidates with protected characteristics, particularly women, people from BAME communities and applicants with disabilities are welcomed.

## Contents

1. The Role
2. About Northamptonshire FA
3. Volunteering as a Board Director
4. Role Description
5. How to apply
6. Selection Process

Appendix i Equality and Diversity Monitoring Form

Appendix ii Safer Recruitment Policy

## The Role

Northamptonshire County FA is inviting applications to join our Board of Directors.

We are looking for individuals with particular skills and experience in Human Resources and Organisation Development who have a passion for developing grassroots football in Northamptonshire.

These are exciting times for Northamptonshire FA as we start look to implement our new three-year 'football restart' strategy; which will see us implement a new Operating Model, complete our compliance project with the FA's Code of Governance - the gold standard for governance In sport - and build a sustainable business.

Compliance with the FA Code of Governance will be transformational for our County FA and is the biggest change the Association has experienced in over 30 years and we are excited to be building a new Board of Directors. Having undertaken a comprehensive skills audit of the existing skills on our Board we are now embarking on a journey to fill those skills gaps and in doing so bring diversity of ideas to the business.

In the next 12 months we will deliver significant growth in the female game, create inclusive player pathways for all including disabled players, those from minority ethnic backgrounds and LGBT, and deliver high quality facilities. The successful candidate for this role will be instrumental in helping the County to deliver this.

This is a volunteer role in which you will be expected to attend Board meetings 10 times per year and to collaborate with Board Directors and other stakeholders in the strategic development of the organisation. This averages out to approximately 6 hours a month.

The Non-Executive Director (HR) will be the strategic lead for Human Resources activity within the organisation, centring on driving people management strategy and being a support mechanism for the Senior Management Team to ensure that all HR policies and procedures are being followed.

### What can we offer?[[1]](#footnote-1)

* + an opportunity to give something back to local football and play your part in improving the service that the NFA provide to stakeholders in the game
  + An exciting opportunity to be part of a forward- thinking progressing business
  + Opportunities to work with key stakeholders within grassroots and the professional game
  + Access and commitment to personal development and training opportunities

1. **About Northamptonshire FA**

We are the home of grassroots football In Northamptonshire and we are committed to providing football for all.

We are the guardian of the national game in Northamptonshire. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our county which is steeped in football tradition and history across many levels of the game.

## Volunteering as a Board Director

We are a small business with a big heart. Everyone who works or volunteers their time and expertise with us has a tremendous passion to see safe and inclusive grassroots football thrive in the County.

* + As a private limited company, our Directors have ultimate accountability for the business. We have recently approved a new set of [Articles of Association,](https://www.northamptonshirefa.com/about/governance) which allow the business to grow its Director resource and expertise and bring vital business and sector experience to the organisation.
  + Being visible is important to us, and as such you will be encouraged to attend football matches in the county and on occasion asked to present trophies and medals at our County Cup matches.
  + Our Board meets 10 times a year. We hold meetings in the evening to reduce pressure for volunteers to take time away from work or family commitments. We expect this post holder to meet with the CEO via TEAMS or telephone in between Board meetings to review papers and provide ad-hoc guidance as required.
  + Board meetings are usually held at our offices in Moulton Park, Northampton, however we are currently meeting online via TEAMS.

## Role Description

|  |  |
| --- | --- |
| **Role** | Non-Executive Director (HR) |
| **Salary** | Voluntary (Expenses Included) |
| **Location** | County FA Offices / remote |
| **Reports to** | Chair of the Board of Directors |
| **Hours per month** | Approximately 4-6 |
| **Term** | Appointment will be for a term of three years, after which applicants are eligible for reappointment for a maximum of two terms.​​ |

**County FA Board**

The board is collectively responsible for the long-term success of the Association and exclusively empowered to lead it. Matters reserved to the Board include:

* Approval of the Association’s strategy
* Approval of the long-term financial plan, annual budget and annual operational plan
* Monitoring delivery of the strategic plan and objectives;
* Periodic review of the financial plan and performance against annual budget and KPIs;
* Ensuring legal and regulatory compliance as required;
* Periodic review of major risks;
* Discussion of, and engagement with, stakeholder proposals and concerns; and
* A process to identify areas where the Board may be assisted by further education and training.

**Role purpose**

The Non-Executive Director (HR) will be the strategic lead for Human Resources activity within the organisation, centring on driving people management strategy and being a support mechanism for the Senior Management Team to ensure that all HR policies and procedures are being followed.

* To review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the Board
* To actively contribute to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets and plans
* To ensure that HR activities and interventions are linked to the company’s objectives and complement the company culture
* To ensure the Board monitors and reviews the performance of the company’s Chief Executive, rewards performance accordingly and identifies appropriate development opportunities
* To ensure highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition as well as staff and trustee development.
* Assess risks and measure the impact of HR interventions in the light of changing legal requirements and best practice.
* Implement company policies and practices in the context of furthering objectives and evaluating how they impact beneficiaries and staff.
* Ensure long-term strategic oversight of the organisation’s personnel and staffing requirements in relation to the overarching goals.
* Attend any relevant committees E.g. Remuneration
* Undertake such other duties as NFA Board may direct from time to time.
* 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 interests of the Membership and stakeholders of the Association.
* To establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
* To 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.
* To set challenging objectives for continuously improved performance.
* To oversee the management of risk to the Association, including matters of Health and Safety.
* To develop and maintain an effective corporate governance structure.
* To contribute to constructive debate on all Board matters.
* To promote equality of opportunity throughout the Association.
* To fully participate in Board induction, training or development and performance monitoring.
* To perform other responsibilities as assigned by the Board.

|  |  |
| --- | --- |
| **Person Specification** | |
| **Qualifications** | |
| **Essential**   * CIPD qualified at level 5 or above or a qualification in employment law. | **Desirable** |
| **Skills** | |
| **Essential**   * Experience of performance management, HR/employment law issues and implementing them contextually * Change management and implementation of change programmes * Strategic leadership and management skills. The ability to develop and monitor organisational strategy. * Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation. * The ability to debate, discuss and challenge in a constructive manner. * Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association. * Excellent IT skills. | **Desirable**   * An ability to understand financial accounts, management accounts and budgeting |
| **Knowledge** | |
| **Essential**   * An understanding of and commitment to equality, diversity and inclusion. * Thorough knowledge of Company Law and the companies Act (2006) * Knowledge of relevant legislation including employment, bribery and anti-corruption, modern slavery and whistleblowing. | **Desirable**   * Knowledge of design and implementation of pay and reward strategies * A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association. * Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities. |

|  |  |
| --- | --- |
| **Enhanced DBS Check required?** | YES |
| **Check Companies House Disqualified Directors Register?** | YES |
| **Clean full driving licence?** | No |

|  |  |
| --- | --- |
| **The Role Holder will be expected to understand and work in accordance with the values and behaviours described below.** | |
| **FA Value** | **Behaviours** |
| **PROGRESSIVE** | **Embraces new thinking in pursuit of continuous improvement**   * Identifies the need for, and actions change in direction, practice, policy or procedure * Questions the way things are done and takes informed risks * Continuously seeks to improve efficiency and performance |
| **RESPECTFUL** | **Sets the standards for respectful behaviour across the game**   * Maintains people’s self-esteem when interacting with them * Avoids pre-judgement when listening to suggestions from others * Seizes the opportunity to apply FA standards at all times |
| **INCLUSIVE** | **Champions end ensures that football is, and will remain, a game for everyone**   * Openly collaborates with colleagues and partners in the game * Provides equal opportunity to people of different backgrounds, experience and perspective * Seeks out and embraces new ways of thinking and working |
| **DETERMINED** | **Tenacious and accountable. Serving the whole game and doing the right thing**   * Works relentlessly to overcome roadblocks or obstacles to achieve the goal * Remains focused on seeing agreed goals through to completion taking pride in their work * Maintains motivation for their team and themselves |
| **EXCELLENT** | **The very best outcome achieved by sustained excellence in performance**   * Seeks to achieve the highest levels of performance at all times * Can be persistent to achieve a standard that others consider impossible * Challenges others to go further and achieve more |

## How to apply

Please complete the application form below and submit to [sarah.bentley@northamptonshireFA.com](mailto:sarah.bentley@northamptonshireFA.com) no later than 5pm on Friday 28th May 2021. Please note that no applications will be accepted after this time.

The Equality and Diversity Monitoring Form is included in Appendix i. Completion of this form is voluntary, but we would encourage you to complete it so we can monitor and evaluate our recruitment practices to ensure they are as equitable as possible

Please read through our Safer Recruitment Policy prior to applying. Submission of your application confirms your understanding of, and agreement to, the terms of this Policy.

## Selection Process

Shortlisted applicants will be contacted by Wednesday 3rd June.

Interviews will be held w/c 7th June on/at a mutually convenient date and time. They are currently being held via Microsoft Teams.

**Northamptonshire FA Board Director Application Form**

### Completing and returning the Application Form

Please complete the Application Form and return to Sarah Bentley, CEOby email at [sarah.bentley@northamptonshireFA.com](mailto:sarah.bentley@northamptonshireFA.com)by 5pm on Friday 28th May 2021. No applications will be accepted after this time.

The decision to progress your application to the next stage of the selection process will be based only on the information you provide on this form.

**Position applied for:**

|  |
| --- |
|  |

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name(s)** |  | | |
| **Last Name** |  | **Mr/Ms or preferred title** |  |
| **Postal address** |  | | |
| **Postcode** |  | | |
| **Email address** |  | | |
| **What is your preferred contact method? (phone, email, text other)** |  | | |
| **What is the best number to contact you on?** |  | | |
| **What is the most convenient day and time to contact you?** |  | | |
| **Do you have an in-date FA DBS Check?** |  | | |

*If you do not hold an in-date DBS Check there may be a requirement (dependent on the role) for this to be completed before appointment.*

## Employment and volunteering history

*Starting with your present or most recent job or voluntary position, please complete the table below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start date** | **End date** | **Employer/ organisation name and address** | **Job/role title** | **Brief Description of duties** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Please insert additional rows in the table above if required*

## Education and qualifications

*Please provide details of your education and qualifications achieved which are relevant to the role in the table below (please note that you may be asked to provide evidence of any qualifications achieved which are directly relevant to this role).*

*For GCSEs or equivalent there is no need to include each subject on a separate line.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **School/College/University/ Training Provider Name** | **Qualification and subject** | **Grade achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please insert additional rows in the table above if required*

**How do you meet the requirements of the role as outlined in the Role Description and Person Specification?**

*Please outline your skills, knowledge and experience which are relevant to the role you are applying for, including examples from either paid or unpaid/voluntary work. You can format this as bullet points but please ensure that you directly reference the skills and knowledge outlined in the Role Description and Person Specification.*

|  |
| --- |
|  |

**How do you demonstrate the values of Northamptonshire FA?**

*The way we work at Northamptonshire FA is built on the values and behaviours outlined in the Role Description. (Progressive, Respectful, Inclusive, Determined, Excellent. Please provide examples of how you have demonstrated these values in your work or everyday life.*

|  |
| --- |
|  |

## Accessibility

*Northamptonshire FA is committed to ensuring that all applicants can access the application and selection process for this role. Please details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.*

|  |
| --- |
|  |

## References

*Any offer of a role will be subject to receipt of two satisfactory references. Please provide the details of two referees. Personal references should only be given where there is no previous employer, voluntary organisation or educational establishment to which reference can be made.*

|  |  |  |
| --- | --- | --- |
|  | **First Referee** | **Second Referee** |
| **Name** |  |  |
| **Email address** |  |  |
| **Telephone** |  |  |
| **Postal address** |  |  |
| **Relationship to you** |  |  |
| **Permission to contact prior to appointment if offered a position? (yes/no)** |  |  |

## Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process.

I can confirm and declare that the information provided on the form, to the best of my knowledge is complete, accurate and not misleading.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

## Appendix i

Equality and Diversity Monitoring Form

Northamptonshire FA wants to meet the aims ad commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please be assured that any information disclosed on this form will not be shared with the recruitment panel for the role you are applying for and will used only by the CEO to store and process anonymised diversity data for the purpose of ensuring equality of opportunity.

**Gender** (*Please tick the appropriate box)*

Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here

**Are you married or in a civil partnership?** (*Please tick the appropriate box)*

Yes No Prefer not to say

**Age** (*Please tick the*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 16-24 | 25-29 | 30-34 | 35-39 | 40-44 | 45-49 |
| 50-54 | 55-59 | 60-64 | 65+ | Prefer not to say |  |

*appropriate*

*box)*

**What is your ethnicity?**

*Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box*

White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background, please write in

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in

Black/African/Caribbean/Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in

Other ethnic group

Arab Prefer not to say

Any other ethnic group, please write in

Do you consider yourself to have a disability or health condition? (*Please tick the appropriate box)*

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here

*The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.*

What is your sexual orientation? (*Please tick the appropriate box)*

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please specify here

What is your religion or belief? (*Please tick the appropriate box)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No religion or belief | Buddhist | Christian | Hindu | Jewish |
| Muslim | Sikh | Prefer not to say |  |  |

If other religion or belief, please write in

What is your current working pattern? (*Please tick the appropriate box)*

Full-time Part-time Prefer not to say

What is your flexible working arrangement? (*Please tick the appropriate box)*

None Flexi-time Staggered hours Term-time hours Annualised hours Job-share Flexible shifts Compressed hours Homeworking Prefer not to say

If other, please write in

Do you have caring responsibilities? (*Please tick all that apply)*

None

Primary carer of disabled adult (18 and over)

Primary carer of a child/ children (under 18)

Primary carer of older person

Primary carer of disabled child/children

Secondary carer (another person carries out the main caring role)

Prefer not to say

## Appendix ii

Northamptonshire FA Safer Recruitment Policy

#### **Introduction**

Wearing the Northamptonshire FA (NFA) badge or having a role with the NFA does bring status and respect in the football community. Therefore~~,~~ it is critical that the NFA does all it can to ensure that people are suitable for their roles and upholds the values and behaviours of the Association.

#### **Principles underpinning the Policy**

Safer Recruitment (Policy) aims to ensure that the recruitment and selection processes used by NFA:

* + Incorporate relevant vetting and checking procedures including a robust induction;
  + Provide ongoing training and development;
  + Meet the requirements of The FA Safeguarding Operating Standard.

This Policy outlines the steps NFA will take to ensure those employed or who volunteer are safe to work with children and young people and its main purpose is to:

* + Prevent unsuitable people from applying and working within the NFA~~.~~
  + Attract the best possible candidates to work in NFA to create and maintain a safe workforce.

The recruitment and selection process set out in this Policy should ensure the identification of the person(s) best suited to the role, whether paid or not, based on the applicant’s abilities, qualifications, experience and attitude as measured against the role profile and person specification.

All those involved in the recruitment and selection of staff and volunteers for the NFA will ensure all processes are conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

This Policy should be used alongside the following policies and guidance:

* + - FA/NFA Safeguarding Children and Safeguarding Adults at Risk Policies;
    - The FA Safeguarding Operating Standard for CFAs;
    - Disclosure and Barring Service (DBS) Guidance;
    - NFA Whistle-blowing Policy;
    - NFA Managing Allegations against Staff and Volunteers;
    - Relevant NFA Codes of Conduct;
    - NFA Induction process for Staff and Volunteers;
    - Right to work and employment checks.

#### **Roles and Responsibilities**

It is the responsibility of the NFA Executive Officer, as the Senior Safeguarding Lead, to ensure that structures are in place to support the effective implementation of this Policy and that all appropriate pre-employment checks are carried out on all staff who work at NFA.

Before convening any recruitment panel, the Executive Officer will ensure that at least one member of the interview panel has completed Safer Recruitment Training, via the local authority or other relevant organisation.

The Recruitment Panel will ensure that safeguarding matters are central to the interview process.

#### **Equalities Legislation**

The NFA will comply with all relevant equalities legislation which is in force from time to time.

The NFA will promote equality in all aspects of its work, particularly with regard to all decisions on advertising of roles to diverse communities, appointing, promoting and paying staff, training and staff development. The NFA will ensure that its processes are open, transparent and fair and all decisions will be objectively justified.

#### **Role Profiles and Person Specifications**

All roles will have an element of safeguarding responsibility and this will be reflected in the role profile.

The NFA will implement:

* + Role profiles, which define whether the role will have contact with children and young people. Contact may include attending disciplinary commissions, welcoming young people to events or making mentoring calls;
  + Person specifications, describing the skills, experience or attributes the successful candidate needs in order to carry out the role.

Where roles are eligible, role profiles will specify the requirement for an ‘Enhanced DBS check with a check of the relevant barred lists’.

#### **Application form**

The NFA will utilise standard application forms. With the exception of applicants who declare a disability and/or a need for reasonable adjustments. Shortlisting will be undertaken without any demographic information. Demographic information will only be used by the NFA for equality monitoring purposes.

#### **Advertising**

The purpose of an advertisement is to attract only the right type of person for the role.

The NFA will therefore consider the most appropriate ways to advertise each role.

All advertisements for roles in regulated activity, paid or unpaid, must include this statement:

*“Northamptonshire 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.*

Adverts for all roles in regulated and non- regulated activity will:

* State the role title, function and pay (including any allowances) and contractual status – the appropriate pay range or hourly rate where appropriate;
* State clearly the hours/full-time equivalent and location;
* Contain brief information from the role profile and essential criteria from the person specification;
* Include the statement “if you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application” when appropriate;
* Include the statement “Northants FA is committed to safeguarding children, young people and adults at risk. All eligible roles are subject to a DBS check”;
* Contain language that is non-gender specific;
* State as an equal opportunities employer the NFA welcome applications from all parts of the community;
* Avoid phrases which imply age restrictions;
* Contain a contact number for an informal discussion about the vacancy, or to arrange a visit to the CFA, if appropriate;
* Specify a closing date for applications;
* State the date of the interview(s).

#### **Returned applications**

Prospective applicants must complete, in full, and return the signed application form, with a CV, two named referees/references, with contact information and agree to a DBS check where relevant. The following points will also be communicated to applicants:

* + Receipt of applications will not be acknowledged;
  + Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed;
  + Applications received after the closing date will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.

#### **Shortlisting**

Northamptonshire FA will ensure that the candidates are shortlisted against the person specification and given due notice of the interview date.

The Recruitment Panel are responsible for recording their reasons for the candidates they shortlist.

The NFA will endeavour to ensure Recruitment Panels are diverse and that there is continuity in the people involved in the recruitment process from shortlisting to interview and then selection. The line manager for the role being recruited should be involved in the entirety of the recruitment process.

#### **Objective assessment**

The NFA requires each application form to be carefully considered, and applicants will be assessed against the criteria listed in the person specification and the role profile.

The selection criteria will be applied objectively and consistently to all applicants, whether internal or external, and each applicant will be dealt with in the same way. Candidates who are shortlisted must always meet the essential requirements of the post – the desirable criteria may be used as an additional filter to reach the final shortlist.

#### **Accessibility and reasonable adjustments**

When shortlisting, the NFA will need to check to see whether any applicant

has declared that they have a disability and whether there are any reasonable adjustments required for interview.

If a candidate has a disability where they are likely to be at a substantial disadvantage because of working arrangements, then Northamptonshire FA is legally required to consider any reasonable adjustments which could be made at the workplace if they were to be appointed.

#### **Numbers to shortlist**

If there are a large number of applicants who meet the essential criteria on the person specification, the Recruitment Panel may use the desirable criteria. If this is not effective in reducing the number, pre- screening may be used to reduce the numbers before the main selection process takes place.

#### **Recording the decision**

The results of shortlisting will be recorded by the Northants FA with clear reasons given for shortlisting or rejecting each applicant, and marks allocated against the criteria on the person specification.

Information obtained during the shortlisting process will be treated as confidential. Comments recorded as to why applicants were or were not included will not be disclosed outside of the Recruitment Panel. However they may be disclosable to an applicant who requests feedback on why they were not shortlisted for the vacancy.

#### **Invitation to interview**

Candidates called to interview will receive:

* A letter confirming the interview and selection process;
* Details of the interview day and time, including details of the panel members;
* A further copy of the person specification;
* Details of any tasks to be undertaken as part of the interview process;
* The opportunity to discuss the process prior to the interview;
* Confirmation of any reasonable adjustments being agreed to/made to support the candidate;
* Details of documents to bring for evidence checking e.g. original certificates relating to professional or educational qualifications;
* For roles that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be subject to a DBS check. Therefore, all candidates will need to bring evidence of their identity with them to the interview.

#### **The interview and selection process**

The main objective of the interview/ selection process will be to:

* Determine each candidate’s suitability for appointment;
* Give all candidates a fuller picture of the role;
* Select the right person for the role.

One member of the Recruitment Panel will act as the Appointing Officer with overall responsibility for making the final decision.

Selection techniques will be determined by the nature and duties of the role and all Northants FA vacancies will require a face-to-face interview of short-listed candidates. Interviews may include additional interview techniques such as observation or exercises.

During the interview candidates will be asked appropriate questions. The process will give all candidates an equal chance to demonstrate their suitability for the role.

Supplementary questions can be asked of candidates based on responses during the interview and also any questions which arose from the application form.

Each Panel member will be responsible for keeping clear, concise objective notes of the interview process which will be available to candidates should they so request afterwards.

During the interview candidates will be required to:

* Explain any gaps in employment;
* Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
* Declare any information that is likely to appear on the DBS disclosure.

Any information disclosed by the candidate on their application form related to allegations, disciplinary action, cautions or convictions will be discussed during the interview.

Candidates will have the opportunity at the end of the interview process to ask questions about the job or Northamptonshire FA. The Chair of the Panel will ensure the candidates are aware of the decision-making timescales and how decisions will be communicated.

A risk assessment should be made as part of any final recruitment decision, if

necessary delaying the decision. Where an appointment is made:

* A documented record of the decision to employ, or not to employ should be made and kept on file;
* An agreed probationary period and date of commencement of employment.

#### **Recruitment Panel**

The Recruitment Panel will consist of at least two people and reflect the needs of the role being recruited for.

#### **Declaration of interest**

Any person on the Recruitment Panel who has any interest in, or is related to, any of the applicants will declare that interest or relationship so that all the other members of the Recruitment Panel are aware of it. If appropriate such a person may be removed or replaced on the Recruitment Panel.

#### **Pre-employment checks**

Northamptonshire FA appointments are subject to satisfactory completion of the pre- employment checks detailed below and any offer of appointment will be conditional on all successful candidates completing the following:

* Providing proof of identity;
* If eligible, completing an enhanced DBS application and receiving satisfactory clearance;
* Providing proof of professional status;
* Providing actual certificates of qualifications;
* Providing proof of eligibility to live and work in the UK;
* Successful completion of an overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not[[2]](#footnote-2).

All checks will be:

* Confirmed in writing;
* Documented and retained on the personnel file;
* Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

#### **References – Use of Pre, During and Post Interview**

Two references, one of which must be from the applicant’s current/most recent

employer where possible, will be requested for all shortlisted candidates (including internal candidates).

Requests for references will be accompanied by the role profile and person specification. Referees will be asked specific questions about the following:

* The candidate’s suitability to work with children and young people and Adults at Risk;
* Any substantiated allegations;
* Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and Adults at Risk.

Reference requests will also request confirmation of the following:

* Applicant’s current post;
* Attendance record;
* Disciplinary record.

References received before the interview process will be checked by the Appointing Officer/Chair of the Recruitment Panel prior to the interview.

References will be shared with other panel members after the interview. The Appointing Officer/Chair of the Recruitment Panel will clarify or probe any discrepancies from within the reference during the interview if appropriate.

In addition, a reference may also be requested from a previous employer when a candidate worked with children.

References will be sought directly from the referee. References provided directly by the candidate with the application form or at interview will not be accepted.

Previous employers not named as referees may be contacted to clarify any anomalies or discrepancies. This will only be in relation to administrative details and not used as an informal means of canvassing views as to any applicants’ potential suitability for the post being applied for. On such occasions, the candidate will be notified in the first instance.

The Appointing Officer will contact the referee directly in order to clarify any aspect of the reference. Any telephone discussion with a referee will be recorded with full notes being kept of the conversation.

References will be used to check the appointment and to reinforce decisions made as part of the interview/selection process. References will be checked against information on the application form and from the interview/selection process.

#### **Offer of appointment**

The offer of employment will be confirmed in writing by the Executive Officer from the NFA to the successful candidate(s) as soon as possible after the interview.

This will be a conditional offer of employment and is subject to satisfactory receipt of all pre- employment checks.

In addition, all appointments are subject to satisfactory references, vetting procedures and DBS clearance.

#### **Induction and training requirements**

All staff and volunteers who are new to Northants FA will receive a Safeguarding Induction and Briefing.

#### **Probationary periods**

All new NFA staff employees will be subject to a probationary period and this will be confirmed in the unconditional offer of employment and the Statement of Written Particulars.

#### **Monitoring and review**

This Northamptonshire FA Policy will be ratified by the Board and will be reviewed annually. The date the Policy is ratified should be recorded in the Northants FA Board minutes.

1If a candidate has lived or worked overseas in the five years prior to appointment, a ‘Certificate of Good Conduct’ must be obtained and provided by the candidate. If an applicant is unable to obtain the document they must provide evidence confirming the attempts made and then a risk assessment will be undertaken by the CFA CEO/DSO regarding confirmation of employment. All other pre-employment checks must be satisfactorily completed

1. For more information about our Board and Staff please visit our [website](https://www.northamptonshirefa.com/about/board-and-staff) [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)