



***NORTH RIDING COUNTY FA  
PEOPLE & CULTURE DIRECTOR  
APPLICATION PACK***



**ENGLAND  
FOOTBALL**

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## **ABOUT NORTH RIDING FA**

North Riding FA was founded in 1881. We are the local governing body for football and are responsible for the governance and development of football across Teesside and North Yorkshire working in the Local Authority areas of Stockton-on-Tees, Middlesbrough, Redcar & Cleveland, and North Yorkshire.

**NRCFA PURPOSE** - Enhance football by developing and inclusive game that inspires people and communities.

**NRCFA VISION** - The vision of North Riding FA is to make football a game for everyone.

**NRCFA VALUES** - Excellence, Pride, Inclusion, Respect, Positivity

The Main Board consists of nine Directors who are appointed following an open recruitment process, with the exception of the company Chief Executive who sits In an Ex-Officio capacity. Board Meetings are usually held at the County FA Headquarters in Stokesley and via Microsoft Teams, generally taking place at six-week Intervals throughout the year.

For more Information on our Board and staff members please visit [www.northridingfa.com](http://www.northridingfa.com)  
Board Members are paid travel expenses in accordance with the Association's Expenses Policy.



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## **THE ROLE**

North Riding County FA is inviting applications for the position of People & Culture Director. The successful applicant will be appointed as a Director of the Association.

We are looking for individuals with a professional background that demonstrates skills and experience in shaping and delivering a progressive people strategies, who also have a passion for widening access to grassroots football across Teesside and North Yorkshire.

This is a volunteer role in which you will be expected to attend Board meetings approximately six times per year, as well as supporting the staff team. You will also collaborate with fellow Directors and other stakeholders in the wider strategic development of the organisation.

## **WHAT CAN WE OFFER?**

- An exciting opportunity to be part of a forward-thinking, progressive business.
- To work with key stakeholders within grassroots football and the professional game.
- Access, and commitment to, personal development and training opportunities.

## **SAFEGUARDING**

NRCFA is committed to safeguarding children, young people and adults at risk. The successful candidate may be required to undertake a Disclosure and Barring Service (DBS) check through the FA DBS process.



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## **ROLE PROFILE**

**ROLE TITLE:** People & Culture Director

**REPORTS TO:** Chair of the Board of Directors

**ROLE TYPE:** Board Director (Voluntary/Non-Executive)

## **ROLE PURPOSE**

The People & Culture Director is responsible for shaping and delivering a progressive people strategy that supports North Riding County FA's mission to grow, develop, and govern football across the region.

The role ensures the organisation attracts, develops, and retains talented staff and volunteers, fosters an inclusive and high-performing culture, and embeds best practice in people management, safeguarding, and organisational development.

## **KEY RESPONSIBILITIES**

### **1. Strategic Leadership**

- Develop and implement a People Plan aligned to the County FA's business plan and FA national priorities.
- Act as a strategic advisor to the CEO and Board on workforce planning, organisational design, and culture.
- Lead on workforce transformation initiatives supporting grassroots football growth.

### **2. Culture & Engagement**

- Champion a positive, inclusive, and values-led organisational culture.
- Lead staff engagement strategies, including surveys, action planning, and internal communications.
- Embed behaviours that reflect North Riding FA's values: excellence, pride, respect, inclusion, positivity.

### **3. Talent & Workforce Development**

- Oversee recruitment, onboarding, and retention strategies for staff and volunteers.
- Design and deliver learning and development programmes, including leadership development.
- Build succession planning and talent pipelines across the organisation.

### **4. Employee Relations & Wellbeing**

- Provide expert guidance on employee relations, performance management, and conflict resolution.
- Develop and implement wellbeing strategies that support physical and mental health.
- Ensure policies and practices are fair, transparent, and legally compliant



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### **5. Safeguarding & Compliance**

- Work closely with safeguarding leads to ensure a safe environment for all staff, volunteers, and participants.
- Ensure compliance with employment law, FA regulations, and best practice HR standards.
- Oversee HR governance reporting to the Board.

### **6. Volunteer Strategy**

- Develop and support a volunteer engagement and retention strategy.
- Strengthen the volunteer workforce that underpins grassroots football delivery.
- Provide frameworks for recognition, development, and support.

### **7. Operational Excellence**

- Oversee HR systems, policies, and processes ensuring efficiency and consistency.
- Use people data and analytics to inform decision-making.
- Manage budgets related to people, development, and culture initiatives.



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## **KEY SKILLS & EXPERIENCE**

### **Essential**

- Senior HR / People leadership experience, ideally at Director level
- Experience developing and delivering organisational people strategies
- Proven success in culture change and engagement initiatives
- Knowledge of UK employment law and HR best practices
- Experience working with volunteers and/or in a membership organisation

### **Desirable**

- Experience within sport, not-for-profit, or governing bodies
- Understanding of FA structures and grassroots football

## **PERSONAL ATTRIBUTES**

- Strategic thinking and leadership
- Influencing and stakeholder management at Board level
- Strong communication and interpersonal skills
- Data-driven decision-making
- High emotional intelligence and integrity

## **VALUES & BEHAVIOURS**

- Passion for football and community impact
- Commitment to equality, diversity, and inclusion
- Collaborative and empowering leadership style
- Resilient, adaptable, and forward-thinking



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**Enhanced DBS check required - No**

**Clean, full driving licence - Yes**

**The job holder will be expected to understand and work in accordance with the values and behaviours described below:**

**Excellence** - Provide and promote the highest standards

**Pride** - Love the game, have a sense of purpose, and be proud of what we do

**Inclusion** - Provide opportunities FOR ALL

**Respect** - Listen and show empathy

**Positivity** - Adopt a positive approach at all times

## **HOW TO APPLY**

Complete the application form below:

<https://app.smartsheet.com/b/form/f846dd35b02e4b47bdc8b9d41fbbfb8d>

Applications must be submitted by no later than: **Wednesday 8<sup>th</sup> July 2026**

The application form cannot be saved so we recommend completing in a word document prior and transferring to the application from ahead of submission.

We would be grateful if candidate could also complete and return the Equality and Diversity Monitoring form below. Please note that completing this form is entirely voluntary.

<https://app.smartsheet.com/b/form/31319c1a3c12461286222fc0121ea916>

## **SELECTION PROCESS**

Shortlisted applicants will be contacted no later than: **Friday 10<sup>th</sup> July 2026**

Interviews will be held during the week commencing: **Monday 20<sup>th</sup> July 2026**

**If you have any queries regarding the role, please contact:**

**Steven Wade (CEO)**

**Email: Steven.Wade@northridingfa.com**

**Phone: (01642) 717777**



***ENHANCE FOOTBALL***  
***BY DEVELOPING AN INCLUSIVE***  
***GAME THAT INSPIRES PEOPLE***  
***AND COMMUNITIES***