



'Inspiring All to Take Place in Football'

Director/Trustee Role Profile

Job Title:	NFA Director/Trustee	
Reports To:	The Chairman of the Board of Directors	
1. Job Purpose		
<ul style="list-style-type: none"> To lead and guide the Northumberland FA Ltd Business Plan. 		
2. Principal Accountabilities/Responsibilities		
<ul style="list-style-type: none"> To ensure that all activities of Northumberland FA Ltd comply with the Articles of Association, Company Law, Charity Law and all other legal requirements. To oversee the development and delivery of an appropriate and achievable strategic business plan. To develop, promote and act in accordance with the vision and values of the organisation. To promote and advocate the activities of the organisation. To ensure that a corporate financial plan has been developed and is maintained in accordance with the strategic business plan. 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 Company and Charity strategic aims and objectives. To be involved as appropriate in the generation of policies and the on-going monitoring of their implementation. To advise on specific areas of responsibility that your expertise allows. To provide specialist advice to the Chair of the Board of Directors and the CEO as appropriate. 		
3. Knowledge/Experience/ Skills		
Essential:	<ul style="list-style-type: none"> Understanding of the role of the Board of Directors and individual Director of a 'not for profit' organisation. Understanding of the role of the Trustee within a Charity. Experience of working in a senior leadership role within an 	Desirable:
		<ul style="list-style-type: none"> An understanding of HR, H&S, financial management, business planning and commercial planning. Experience of football and football structures.



'Inspiring All to Take Place in Football'

organisation.

- Effective communication skills including verbal, written and presentation skills.
- Able to develop effective relationships with people at all levels.
- Experience of strategic planning and in delivering significant areas of a strategic plan.
- Ability to understand business accounts at an appropriate level (P&L, budgeting, financial reporting, resource management etc.).
- Commitment to personal and professional development in self, staff, volunteers and other board members.
- A commitment to Equality in Action.

4. Behaviours – as defined in County Football Association Competency Model

- Teamwork
- Respectfulness
- Accountability
- Professionalism

5. Further Information



NORTHUMBERLAND F.A.

'Inspiring All to Take Place in Football'

Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?

NO

Where the answer to the above question is **YES** the following wording will be included in any advertisement

"As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope"

Name	
Signed	
Date	

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.