

Board Role Profile

Job Title:	Board Member – Safeguarding (Champion)		
Reports To:	Chair of Board of Directors	Jobs Reporting into the Job Holder:	N/A
1. Job Purpose			
<ul style="list-style-type: none"> • To Lead and guide the Northumberland FA Ltd Business Plan, on behalf of the Company. • To ensure that the Board of Directors, meet the statutory demands of the Charity Commission. • To ensure the Board of Directors meet the F.A. Governance and Operational Plan. • To ensure the Board of Directors work within the law of the land. • To ensure the Board of Directors at all times work within an ethical and professional manner. • To ensure Northumberland County F.A. achieves and retains The FA's Safeguarding Operating Standard for CFAs. • To ensure the Board acts in accordance with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures and any associated guidance including the achievement and retention of The FA Safeguarding Operating Standard. • To be an active Board member championing the safeguarding of children and young people (under the age of 18) in all CFA activities and adults at risk. • To recognise and champion that all children and young people in football and all adults at risk are entitled to the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. 			
2. Principal Accountabilities/Responsibilities			
<ul style="list-style-type: none"> • 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 EO and staff, holding the EO to account for the effective management and delivery of the Association's 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 EO as appropriate. • To ensure the CFA always acts in keeping with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures and the Safeguarding Operating Standard; 			

- To ensure the CFA safeguarding responsibilities and accountabilities are embedded in the CFA Strategy, Business Plan, Budget, Risk Register and Operational Plan;
- To ensure the CFA enables and provides relevant safeguarding training for the Board, staff, volunteers and committee and council members;
- To ensure all staff role profiles have safeguarding responsibilities embedded in them;
- To ensure the Board receives and scrutinises information on progress against key areas of work, including the independent assessment reports, risks and challenges;
- To ensure all volunteers are aware of and comply with The FA’s Safeguarding Operating Standard requirements;
- To check and challenge to ensure that the interests of children and young people are paramount in all CFA activities and the best interests of adults at risk are given due consideration;
- To use the whistle-blowing policy if any concerns are not fully addressed by the CFA or the Board

3. Knowledge/Experience/Technical Skills/Behaviours

Essential:

- Understanding of the role of the Board of Directors and individual Director of a ‘not for profit’ organisation.
- Experience of working in a senior leadership role within an 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.
- A child-centred belief system and behaviours;
- Experience of demonstrable and effective governance – and overseeing a strategic approach;
- Experience of safeguarding or child protection;
- Experience of working in adult safeguarding;
- Knowledge and understanding of grassroots or other voluntary activity;

Desirable

- Football club or officiating experience.
- Experience of organisational assessments, audits or inspections.
- Experience of being a member of a committee or board.

<ul style="list-style-type: none"> • Awareness and understanding of The FA's Safeguarding Policy and Procedures and the Safeguarding Operating Standard for CFAs; • Ability to listen effectively; • Ability to ask probing questions; • Communication skills; • Presentation skills; • Experience of problem-solving; • Basic IT skills, including Word and email. 	
4. Behaviours – as defined in County Football Association Competency Model	
<ul style="list-style-type: none"> • Accountable/Professional/Respectful/Teamwork 	
<p>Further Information</p> <p>a) 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? YES</p> <p>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"</p>	
Completed by Name/Role	Steve Ord (Chair)
Signature	
Date	05 August 2020