

Oxfordshire FA



Oxfordshire Football Association

Independent

Non-Executive Director

Prospective Member

Application Pack

Role: Independent Non-Executive Director x2

Contract Type: Voluntary (Part – Time)

Hours per week: Attendance at monthly Board Meetings (up to 10 meetings per year)

Salary: The appointments are on a voluntary basis, although expenses will be paid in line with the County FA expenses policy.

Base: Oxfordshire FA Headquarters, Witney Oxon

We are pleased to offer a unique opportunity to join our Board of Directors and make a real impact, in a newly created role as Independent Non- Executive Director.

Oxfordshire Football Association is the governing body for football in the county of Oxfordshire. It is responsible for leading and serving the game at amateur level, a sector widely referred to as “Grassroots” football.

Oxfordshire Football Association Ltd (OFA) is a not for profit organisation, generating an annual turnover, primarily through grant funding, membership related income and commercial revenue. By developing innovative programmes and cultivating opportunities in alignment with The FA, the OFA delivers the FA National Game Strategy across the County. Any surplus in funds is reinvested back into the game to support participation, raise the number and quality of coaches, improve local facilities, regulate and support the running of the game at every level, organise inspiring competitions and operate the County Headquarters in Witney. All with the overarching purpose of developing the game for all.

We are responsible for providing the structure and support that enables our players, coaches, volunteers and referees to develop. Our utmost priority is that every participant in our county is given the opportunity to develop in a progressive and enjoyable environment. This is reflected in our vision - *‘your game, our goal’*.

This is an exciting time for the Association. Following the completion of an internal staffing restructure, we are now best placed to deliver an excellent service to our Participants. In July 2017, the OFA membership ratified a number of corporate governance reforms to ensure compliance with guidelines and legislation.

We are looking for two Non-Executive Directors with specific skills and experience in one or more of the following areas: HR, commercial, marketing, social media and communications and sports development.

The Board

The Board consists of six Non-Executive Directors elected from the membership plus the Chief Executive Officer and is supported by our Accountants. They regularly meet at the County Headquarters either during the day or in the evenings

Individual Responsibilities:

- To be a high level and credible individual who can bring specific expertise in HR or Business Development that provide insight, commentary and advice to the Board as required.
- Provide support and advice on the OFA strategies, particularly in relation to HR, Business Development and Commercial and Marketing.

Key selection criteria:

- An interest in football, including the national game and grassroots level;
- An accomplished senior leader, with a range of experiences across business and a demonstrable track record of commercial achievement;
- A proven business leader, with experience as an Executive or Non-Executive on a Board;
- The intellect and natural curiosity to contribute widely to discussion, drawing on experience that will be credible to a variety of stakeholders;
- A progressive thinker who can use their skill and experience to foster a culture that respects diversity and is inclusive;
- Well-developed stakeholder management skills, combined with the determination and resilience to get the job done;
- Keen and willing to travel to attend events, in addition to attending Board meetings.

Independent Non-Executive Director (INED) Responsibilities:

- To strengthen connections with the OFA's key stakeholders, maintaining its external reputation;
- Drawing on your experience, knowledge and contacts, help the OFA to develop new partnerships;
- In conjunction with the OFA Board, develop and execute the vision for the organisation;
- Provide independent and expert advice to support both the Board in optimising performance;
- Ensure that The OFA promotes best practice corporate governance, providing challenges and feedback where necessary;
- Undertake comprehensive support and add value in the areas of HR, Governance, Commercial and Sponsorship Programmes, Marketing, Strategy and Risk Mitigation to the Board and Senior Management.
- Act as an ambassador for the OFA, forging constructive relationships at all levels across the game;
- Promote the long-term interests of football and the OFA across a diverse range of activities; and
- Commit to up to 12 evenings per annum to attend OFA Board meetings and sit on at least one focus group

Equality and Diversity

We value diversity and welcome applicants from all backgrounds. To ensure our recruitment processes are non-discriminatory and that we maintain a diverse workforce profile, we ask

applicants to complete an E&D monitoring form to enable us to collate anonymised data, which helps us to monitor the diversity profile of all our applicants.

How to apply

Applications for the roles of Independent Non-Executive Director at The OFA will be managed by the Chief Executive, Ian Mason.

To apply, please email a CV and covering letter to ian.mason@oxfordshirefa.com including 'Private and Confidential –**OFA INED**' in the subject title.

Closing date: Midnight on 2 January 2018

If you want to be part of a vibrant, enthusiastic and committed team and have a passion for customer excellence and delivery, we would love to hear from you.

For further information on the role, please speak with Ian Mason, Chief Executive Officer, on 07956 415581 or email ian.mason@oxfordshirefa.com

OXFORDSHIRE FOOTBALL ASSOCIATION - EQUALITY AND DIVERSITY MONITORING FORM

The Oxfordshire FA is required to compile anonymous information on those individuals accessing its services and activities. Equality and diversity monitoring is the process of gathering and analysing data on people’s characteristics. These characteristics are sometimes referred to as race, gender, transgender, disability, religion and belief, sexual orientation, age and disability. Monitoring allows the Oxfordshire FA to understand the makeup of its staff, Board, Council, committees and those accessing its programmes within affiliated football and meet the needs of individuals if activities need adapting.

Anyone involved with affiliated football are encouraged to respond to the questions about themselves, however, participation is entirely optional and you are not obliged to self declare your characteristics. Participation however, provides us with a clear picture of the makeup of those involved with our programmes and the information we receive is only used for monitoring and statistical purposes only. Please note the form is detachable and is not traceable to an individual.

Please tick as appropriate and send **ideally separately** to: Oxfordshire FA, Unit 4, Witan Park, Avenue 2, Station Lane, Witney, OX28 4FH

Thank you for your help.

Course/Event/Workshop.....

GENDER

Male Female

AGE

16 – 20 21 – 30 – 40 41 – 50 51 – 60 61+

RELIGION or BELIEF

How would you describe the religion to which you feel you belong?

Atheist	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jehovah’s Witness	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	No Religion/Faith	<input type="checkbox"/>	Other Faith background	<input type="checkbox"/>
<u>Prefer not to say</u>	<input type="checkbox"/>				

SEXUAL ORIENTATION

Which of the following options best describe how you think of yourself?

Heterosexual/Straight Gay Man Gay Woman/Lesbian Bisexual Other **Prefer not to say**

DISABILITY

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down’s syndrome). Some people including those with cancer, multiple sclerosis and HIV/AIDS are automatically protected as disabled people by the Act.

Do you consider that you meet this definition?

Yes No Not sure

If you have indicated yes, please indicate the impairment(s) that you feel applies to you:

Blind/partially sighted Deaf/hard of hearing Physical disability Learning disability
 Communication barriers Experience of mental and emotional distress Prefer not to say

ETHNICITY

Indicate in the appropriate box your ethnic background. *Ethnic categories are not about nationality, place of birth or citizenship. They are about the group to which you feel you belong to. The descriptions below are from the 2011 census.*

White

British English Scottish
 Irish Gypsy or Traveller Any other white background

Mixed

White & Black Caribbean White & Black African White & Asian
 Mixed background Mixed other background

Asian

British-Indian Indian British Pakistani
 Pakistani British Bangladeshi Bangladeshi
 British-Chinese Chinese Any other Asian background

Black

Black Caribbean Caribbean British African
 African British Other
 Any other Black background
Other Background **Prefer not to say**