



# Oxfordshire FA

## Director Application Pack

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### 1. The Role

Oxfordshire FA is inviting applications for the position of Board Safeguarding Champion/Director. We are looking for individuals with skills and experience in safeguarding either adults, children, or both, who have a desire to support grassroots football and a safe environment across Oxfordshire.

These are new and challenging times for Oxfordshire FA as we support the return of grassroots football following the COVID-19 pandemic and delivery of the new FA Grassroots Football Strategy 2021-24. This is a volunteer role in which you will be expected to attend monthly Board meetings. You will collaborate with Board Directors and other stakeholders in the strategic development of the organisation.

#### What can we offer?

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

### 2. About Oxfordshire FA

Oxfordshire FA was founded over 100 years ago and became a limited company in 1999. We are the local governing body for football and are responsible for the governance and development of football across Oxfordshire working in the Local Authority areas of Cherwell, West Oxfordshire, South Oxfordshire, and City of Oxford.

The vision of Oxfordshire FA is to make football a game for everyone.

### 3. Volunteering as the Board Safeguarding Champion/Director

The Board currently consists of eight Directors who are appointed following an open recruitment process, except for the company Chief Executive who sits in an Ex-Officio capacity.

Board Meetings are usually held at the County FA Headquarters in Witney and generally take place monthly throughout the year. Currently the meetings are held late afternoon online

For more Information on our Board and staff members please visit [www.OxfordshireFA.com](http://www.OxfordshireFA.com)

#### Principal Accountabilities/Responsibilities

- To achieve the best outcomes for children and adults at risk.
- To ensure the Board acts in accordance with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures and any associated guidance including continually demonstrating that the County FA meets The FA's Safeguarding 365 Standard for County FAs.
- To be an active Board member championing a culture that has the best interests of children and young people (under the age of 18) and adults at risk in mind in all decisions that are made.
- To recognise and champion that all children, young people and adults at risk 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.
- To ensure the County FA safeguarding responsibilities and accountabilities are embedded in the County FA Strategy, Business Plan, Budget, Risk Register and Operational Plan.
- To ensure the County FA enables and provides relevant safeguarding training for the Board, staff, volunteers and committee and council members.
- To ensure that Young People have a voice in the game, their comments are considered by the Board and are kept aware of outcomes (you said, we did)
- 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 365 Standard for County FAs' requirements.
- To check and challenge to ensure that the interests of children, young people and adults at risk are paramount in all County FA 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 County FA or the Board

#### ESSENTIALS

- A child-centred belief system and behaviours.
- Experience of demonstrable and effective governance – and overseeing a strategic approach; Experience of working in adult or child safeguarding and/or protection.
- Awareness and understanding of The FA's Safeguarding Policy and Procedures and The FA's Safeguarding 365 Standard for County FAs.
- Ability to listen effectively.
- Ability to ask probing questions.
- Proven influencing skills.
- Presentation skills.
- Experience of problem-solving.
- Basic IT skills, including Word and email.

#### DESIRABLES

- Football club or officiating experience.
- Experience of organisational assessments, audits, or inspections.
- Experience of being a member of committees or Boards.
- Knowledge and understanding of grassroots football or other voluntary activity.

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

Oxfordshire FA values	Behaviours
INCLUSIVE	• we welcome everyone
EMPATHETIC	• we listen and understand
SUPPORTIVE	• we help where we can
ACCESSIBLE	• we are easily contactable
INTEGRITY	• we act in the best interests of all

## 5. How to apply

- Please complete the online Application Form (link at bottom of document) no later than 4pm on Friday 17 December 2021.
- We would be grateful if candidates could also complete and return the Equality and Diversity Monitoring Form (link at bottom of document). It is not compulsory to provide these details.

## 6. Selection Process

- Shortlisted applicants will be contacted no later than Friday 7 January 2022

## *Board Safeguarding Champion/Director Application Form*

<https://app.smartsheet.com/b/form/418b299454354a1d8ea41c5af2f2a9a3>

## Equality Form

<https://app.smartsheet.com/sheets/qCJpmpRghFwC6P23vf6X9xqv6h7HXC87fhch85Q1?view=grid>