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**Sheffield & Hallamshire**

**County Football Association Ltd**

**Independent Non – Executive**

**Board Safeguarding Champion**

**Application Pack**

### Board Safeguarding Champion

###  Voluntary:

Sheffield & Hallamshire County FA is inviting applications to join the Board of Trustees as an Independent Non-Executive Board Safeguarding Champion. We are looking for an individual with skills and experience in safeguarding who has a passion for ensuring that grassroots football across the County FA region is delivered safely and in accordance with the Football Association Safeguarding Operating Standard. The successful applicant will also make a positive contribution to the overall governance of grassroots football within the Sheffield & Hallamshire County FA region.

The Trustee will use their experience to lead safeguarding within the County FA to ensure Sheffield & Hallamshire County Football Association achieves and retains The FA’s Safeguarding Operating Standard for County Football Associations.

Sheffield & Hallamshire County FA is committed to improved corporate governance and is working towards compliance with The FA’s Code of Governance for County Football Associations. This is a valuable role which will be one of our new independent positions on the Board of Trustees.

Trustees typically meet monthly (although this could change according to need) as well as communication between meetings to support the County FA in delivering its regional strategic aims and The FA's National Game Strategy. The postholder is expected to attend Board meetings and to collaborate with Board Trustees, County FA staff and other stakeholders in the strategic development of the organisation.

Meeting are usually held at the Sheffield & Hallamshire County FA Headquarters - 204 Meadowhall Road, Sheffield, S9 1BN.

The appointment will be for a term defined by the Articles of Association (currently four years, however the term duration is subject to change in line with The FA Code of Governance.

#### What can we offer:

* An exciting opportunity to be part of an organisation which has a desire to move forward and to deliver a comprehensive safeguarding strategy and effective operational delivery.
* To work with key stakeholders within the grassroots game.
* Travel expenses when attending meetings

#### How to apply:

Applications will be accepted upon the completion of the application form contained in this recruitment pack. It is essential that applicants clearly demonstrate their ability to meet the requirements of the role, explaining how their experience and technical skills will assist the County FA.

1. Complete the Application Form and submit it to

Brian Coddington - Deputy Chair

via email to: Brian.Coddington@sheffieldfa.com

by Monday 13th September 2021 (5pm). Please note that no applications will be accepted after this time.

2. Complete an Equality and Diversity Monitoring Form and return it to simon.frost@sheffieldFA.com Please note that completing this form is entirely voluntary.

Sheffield & Hallamshire County Football Association is committed to equality of opportunity for all. We would welcome applications from women, people with Disabilities and Black, Asian and Minority Ethnic Communities as they are currently underrepresented within the organisation.

#### The interview process:

Applications will be shortlisted, and we will invite shortlisted candidates for an interview.

The interviews will take place week commencing Monday 20th September 2021and will be held at the County FA Headquarters on Meadowhall Road - Sheffield. We can be flexible with interview times where required.

This process will be adapted for anyone who has a disability or any other accessibility requirements.

If you have any queries regarding the role, please contact Brian Coddington - Deputy Chair. Brian.Coddington@sheffieldfa.com

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| **Role Title:** | **Board Safeguarding Champion**  |
| **Role Purpose** |
| * To ensure Sheffield & Hallamshire County Football Association Limited 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
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| **Principal Accountabilities/Responsibilities** |
| * 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.
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| **Key Skills and Experience Required**  |
| Essential * 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
* 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

**Desirable** * Football club or officiating experience;
* Experience of organisational assessments, audits or inspections;
* Experience of being a member of committees or Boards.
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\*The FA’s Safeguarding Policies and Procedures can be found via: **TheFA.com/football-rules-governance/safeguarding/section-1- footballs-safeguarding-framework**

## Application Form

### Personal Details

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| --- | --- |
| **Surname:** | **Forename:** |
|  |  |
| **Address:** |  |
|  |
| **Postcode:** |  |
| **Home Telephone No:** |  | **Daytime No:** |  |
| **Mobile No:** |  |
| **Email Address:** |  |

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| **Please tell us how you meet the role profile as shown above.** |
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| **Please tell us your reasons for wanting to be on the County FA Board of Trustees** |
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| **Please give details of any other skills (professional/life skills), interests or experience you have that may be beneficial to you undertaking this role with County FA.** |
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Please complete the Application Form and return it via email to Brian Coddington Brian.Coddington@sheffieldfa.com

or alternatively post your application to Brian Coddington, Sheffield & Hallamshire County FA, 204 Meadowhall Road, Sheffield S9 1BN.

Closing date for applications: Monday 13th September 20215pm

Shortlisted applicants will be invited to interviews w/c Monday 20th September 2021

Second interviews may be requested.

**Thank you for taking the time to apply for the voluntary position of Board Safeguarding Champion**

**at Sheffield & Hallamshire County Football Association**.