

**Sheffield & Hallamshire County FA Ltd.**

**Appointments of a Chair and Independent Trustee of the Board of Trustees**

**Application Pack**



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6. **About Sheffield & Hallamshire County Football Association**

SHEFFIELD & HALLAMSHIRE COUNTY FA IS A NON-PROFIT ORGANISATION THAT IS RESPONSIBLE FOR THE DEVELOPMENT AND GOVERNANCE OF GRASSROOTS FOOTBALL SINCE 1867.

We work in partnership with The FA to deliver the National Game Strategy across our county to ensure everyone has the opportunity to enjoy the beautiful game.

Sheffield & Hallamshire County FA supports the grassroots game locally. We help provide the infrastructure of the game which includes education and training, implementing safeguarding standards, and ensuring rules and regulations are adhered to.

We want everyone involved in football to have an enjoyable experience.  We work with our grassroots partners to ensure that football is fun, safe, inclusive and accessible.

**2. Our Vision, Mission, Values and Structure**

**Our Vision**

**Changing Lives Through Football**

**Our Mission**

**To build our football infrastructure by developing people, places and pathways in order to increase participation to 50,000 players by 2024.**

**Our Values**

**Integrity**

**Inclusive**

**Empathy**

**Passionate**

**Transparent**

**Our Governance Structure**

COUNCIL COMMITTEES

Committees and working groups to support the County FA’s strategic aims and key performance metrics

COUNCIL

Elected Members and nominated representatives from affiliated Leagues, District FAs,

Professional clubs, Referee Associations and Schools Associations.

BOARD OF DIRECTORS

Robin Beynon, Peter Burton, Brian Coddington, Martin Gilmour, Martin Tate, Ian Vaines.

1. **The Roles**

Sheffield & Hallamshire County FA is inviting applications for the roles of Chair and Independent Trustee of the Board of Trustees. We are seeking individuals with Board experience who have a passion for the impact sport and in particular, football has to enhance the lives of participants, the workforce and thousands of volunteer administrators across the Sheffield & Hallamshire County FA region.

As Chair, you will be responsible for the leadership of the Board of Trustees. The Chair will be responsible for overseeing the affairs of Sheffield & Hallamshire County Football Association (subsequently referred to as ‘the Association’) and for ensuring that the Board meets its obligations and responsibilities to the Association. You will hold the Board to account for the performance of the Association providing inclusive leadership to the Board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the Association.

The Independent Trustee is a non-executive position appointed by the Board. Collectively, the

Board of Trustees of Sheffield & Hallamshire FA are required to direct the business affairs of the Association and to determine the vision and strategy, plans, policies, and financial investment required to achieve the Association’s aims.

These are exciting times for Sheffield & Hallamshire County FA as we set out our vision to restructure the overall Governance Structure of the Association to ensure that we are best placed to deliver against our existing 2024 Strategy. The successful candidates will be instrumental in helping the County to deliver this.

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|  | CHAIR | INDEPENDENT TRUSTEE |
| **Reports To:** | Membership of the Association | Chair of the Board of Trustees |
| **Direct Report:** | Chief Executive Officer | |
| **Time**  **Commitment:** | This is a volunteer role and  requires a time commitment of  approximately 2½ days per month. This includes 6 Board Meetings a year and an AGM/EGM. In addition, there is an expectation that Trustees will also support a Working Group or specific project as well as attend occasional events. | This is a volunteer role and requires a time commitment of  approximately 1½ days per month. This includes 6 Board Meetings a year and an AGM/EGM. In addition, there is an expectation that Trustees  will also support a Working Group or specific project as well as attend occasional events. |
| **Term:** | Fixed three-year term, renewable for a further two, three-year terms. | |
| **Location:** | Board Meetings are normally held c.3 hours on Monday Afternoons/Evenings at Sheffield & Hallamshire HQ or via Microsoft Teams. This is subject to further discussion with successful candidates. | |
| **Expenses:** | Expenses will be paid in line with the current Expense Policy at Sheffield & Hallamshire FA. Travel and accommodation to FA events, where The FA has agreed to reimburse County FA expenses, will be paid in line with the current County FA Expense Policy issued by The FA. | |

**4. Role Responsibilities and Person Specifications**

**Specific Chair Duties**

* Chair Board meetings effectively, ensuring that Trustees receive accurate, timely and clear information and that adequate time is available for discussion and time is used productively.
* Be available to County FA staff and volunteers if they have concerns.
* Support the CEO in leading the Association and acting as a sounding board and source of advice.
* Hold a meeting with the other Trustees at least once per year in the absence of the CEO as part of the CEO’s appraisal process.
* Carry out the appraisal of the Board of Directors annually.
* Take responsibility for an orderly succession process for the CEO role where a new appointment is necessary.
* Lead the Board in the approval of the long-term financial plan and annual budget.
* Set the agenda for each Board meeting in consultation with the CEO.
* Lead the Board in demonstrating transparency and accountability, engaging effectively with stakeholders and nurturing internal democracy.
* Lead the Board in identifying proportionate and appropriate actions to be taken to support and/or maintain diversity targets set and agreed for the Board.
* Appoint Chairs to the various Committees in consultation with members of the Board.
* Serve as an ex officio member of all committees.
* Review, with the CEO, any issues of concern to the Board including the wellbeing of staff and the wider workforce of the Association.

**Specific Independent Trustee Duties**

* Serve as a Trustee of the Association and set the strategy of the Association.
* Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation (including the Charities Act 2011).
* Ensure that the Board maintains and demonstrates a clear division between the Board’s management and oversight role and the executive’s operational role.
* Set an example in the values and behaviours adopted, acting at all times in line with the Code of Conduct agreed by the Board.
* Monitor the delivery of the strategic plan and objectives of the Association.
* Undertake and maintain evaluation records of the Board’s skills and performance and of individual Directors, and that of its committees in line with the Code of Governance.
* Use evaluation findings to develop the skills and effectiveness of the Board.
* Manage the performance of the CEO, providing opportunities for coaching and development as required.
* Act as an ambassador and represent the Association at internal and external meetings and functions.
* Perform other responsibilities as assigned by the Board.

**Chair Specification**

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| **Skills & Competencies** | |
| **Essential**   * Experience as a Director, Trustee or member of a strategic committee in a charity, commercial or public sector context. * Excellent meeting chairing skills including the ability to generate a productive group discussion ensuring that all voices and points of view are heard and given due consideration * Strategic leadership and management skills * The ability to facilitate a positive Board culture, and in particular the relationship between the Board and the executive workforce. * Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation. * Excellent interpersonal skills including rapport-building, active-listening, and incisive questioning. * Recruitment and selection skills. * The ability to form productive relationships both internally and externally and strategic partnerships for the benefit of the Association | **Desirable**   * Performance management and conducting appraisals (in relation to the management of CEO) * Business coaching and mentoring * Experience working with Board skills audits |
| **Knowledge** | |
| **Essential**   * Knowledge and understanding of the responsibilities of a Board Director * Knowledge and understanding of the Companies Act (2006) * Thorough knowledge and understanding of the Safeguarding Requirements for the Association * To gain thorough knowledge of the Articles of Association and their application * Knowledge and understanding of grassroots football and the role of the Association in its governance * Knowledge of the County FA Governance Code * Understanding of how to apply Principles of inclusive practice | **Desirable**   * Knowledge of other key areas of legislation including Health and Safety, Employment, GDPR, Bribery and anti-corruption, whistleblowing and Taxation * Risk management * Customer experience and engagement * Succession planning * Knowledge and understanding of the charity, health or social sector in England * An understanding of the social and health impacts of grassroots sport * Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities * Knowledge and understanding of financial accounts, management accounts, and budgeting |
| **Enhanced DBS Check required?** | NO |
| **Check Companies House Disqualified Directors Register?** | YES |
| **Clean full driving license** | NO |

**Independent Trustee Person Specification**

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| **Skills & Competencies** | |
| **Essential**   * Knowledge and understanding of the role of a Director or Trustee * Strategic leadership and management skills. The ability to develop and monitor organisational strategy * Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation * The ability to support, challenge and operate collaboratively with the Chair, Chief Executive and Board of Trustees * Excellent interpersonal and active listening skills * The ability to create, build and sustain strong relationships with key stakeholders, both internally and externally to the benefit of the Association * An ability to understand management information, including financial reports and offer constructive challenge to the executive team * Leadership behaviours that exemplify Sheffield & Hallamshire County FA’s values * A commitment to the grassroots football and the organisation * A commitment to personal development as a Sheffield & Hallamshire FA Trustee | **Desirable**   * Experience as a Director, Trustee or member of a strategic committee in a charity, commercial or public sector context |
| **Knowledge** | |
| **Essential**   * Experience of operating at a senior level in a strategic capacity * Knowledge and experience of strategic planning and developing into operational plans * Experience of monitoring and adapting operational plans in response to changing environments and business needs * A sound understanding of the volunteer / professional relationship and how this can best work to support the work of the Association * An understanding of and a commitment to equality, diversity and inclusion in action | **Desirable**  • Knowledge and understanding of the charity,  health, or social sector in England   * An understanding of the social and health   impacts of grassroots sport   * Knowledge, understanding, and interest in   grassroots sport, particularly football, and other   * related activities best work to support the work of the Association |
| **Enhanced DBS Check required?** | NO |
| **Check Companies House Disqualified Directors**  **Register?** | YES |
| **Clean full driving license** | NO |

1. **Application and Selection Process:**

To apply, please submit a **curriculum vitae** outlining relevant experience for the role and a **covering letter** (no more than two pages). The cover letter should clearly demonstrate:

* your ability to meet the duties and requirements of the role
* how you meet the role specification as shown above
* your reasons for wanting to join the County FA Board of Trustees
* your skills and experiences (professional), or general experiences that may assist the County FA.

Please also complete the **Equal Opportunity Monitoring form**

Sheffield & Hallamshire County FA is committed to creating a Board of diverse skills, experiences, and backgrounds who can add value to the game and our activities in the Sheffield & Hallamshire County FA region. We are committed to equality of opportunity and positively encourages applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion, and belief.

To help measure our impact on inclusion and diversity we are asking all applicants to complete an inclusion and diversity form.  We will use your data to measure whether our vacancies and adverts are reaching people from all sections of the local community.  Please take a couple of minutes to complete the anonymous online form [**here**](https://app.smartsheet.com/b/form/c7f97559036d4b37a96b0431ebfed10b)*.*

While previous experience in sport is not a requirement, an alignment with our vision, mission, and

values is essential. The existing Board of Trustee have outlined a preference for those individuals applying for the role, to ideally be residing within the boundary area of Sheffield & Hallamshire County FA.

Please submit a curriculum vitae and covering letter (marked Board Application) via email to Simon Frost at [simon.frost@sheffieldfa.com](mailto:simon.frost@sheffieldfa.com). The email should state if the application relates to the Chair or Independent Trustee position or both.

**The closing date is 1pm on Monday 13th June 2022.**

Face-to-face interviews will take place during the w/c 27th June 2022 with each candidate given the opportunity to select a date which works best for them.

**Thank you for taking the time to apply for the voluntary Board positions at Sheffield & Hallamshire County Football Association**.