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**SOMERSET FOOTBALL ASSOCIATION**

**NON-EXECUTIVE DIRECTORS**

**APPLICATION PACK**

***Football for Everyone, Everyone for Football***

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**Introduction to Somerset Football Association**

Somerset FA is the not-for-profit body responsible for the development and governance of grassroots football in Somerset since 1885. We work with the FA to deliver the national game strategy in our county, ensuring that the beautiful game is accessible and enjoyable for all.

Somerset Football Association is responsible for interpreting and applying the 'Rules and Regulations' of its parent body 'The Football Association' to its Divisions, Leagues and Clubs. It will lead and ensure that the successful development of football covering increased participation, quality and enjoyment will be harnessed to The FA's National Game Strategy.

We will continue to strive to develop, particularly at 'Grass Roots Level', participation in the National Game for all individuals regardless of ability, gender, age, sexual orientation and ethnic background.

We will promote the 'National Game Strategy' using key enablers to ensure all goals are met.

We will work closely in partnership with the footballing community in Somerset to give added value to the National Game.

We will endeavour where there is need to provide information and deliver events deemed beneficial to the National Game.

We will actively encourage all leagues, clubs, and match officials under our jurisdiction to participate for the further benefit of FA led initiatives.

As we work towards compliance with the FA Code of Governance for CFAs, we adopted new articles from 2022 and a newly reformed Board as a result. We now reach the first year in which one third of the Board must stand down by rotation and all positions must be openly advertised. We welcome applications from all areas of the game within our County.

**Phil Chaplin**

Chair

Annual Report

Strategy 2021 - 2024

**OUR Mission, Values, and Vision**

**Our Mission**

* To provide opportunities for everyone to fall in love with the game
* Equality For All
* Strive for Achievement

Somerset FA are the governing body for football in the county of Somerset; our mission is to grow and develop participation across all areas of the game in line with our vision. The Somerset FA Board are volunteers who help set the Association’s direction and work with full time staff members to achieve our goals.

**Our Values**

*** CREATIVE:*** New tactics to support and safeguard all in grassroots football

*** INCLUSIVE:*** Opportunities for everyone, uniting the football family

*** DEDICATED:*** Delivering the best footballing experience for team Somerset

**Our Vision**

"Football for Everyone, Everyone for Football"

**THE ROLES**

We are seeking to recruit three Non – Executive Director roles to join our board, one of whom must be a Somerset Council member. We are keen to appoint in areas to strengthen our board and are looking for business acumen in either Law, Commercial partnerships, Marketing, Funding, Health & Safety, Technology, and Stakeholder engagement.

This is an exciting time for football as we continue to work with The FA to deliver the National
Game Strategy in Somerset, ensuring that the beautiful game is accessible and enjoyable for all.

Collectively, the Board of Directors of Somerset FA are required to direct the business affairs of the Association, determining the vision and strategy as well as the plans, policies and financial investment required to achieve the business objectives. As such, individually and collectively, the Directors are accountable to the membership.

The Somerset FA is an equal opportunities organisation, and we are actively working towards a more diverse staff and volunteer team. Our aim is to remove discrimination and to create a sport for all. We welcome applications for our board, particularly those from under-represented demographics and/or those who can contribute to our vision of Football for all.

**Role Description**

The Non-Executive Finance Director will act as an ambassador for Somerset FA and act as custodian of the highest standards of integrity and governance. Each Non-Executive Director will act as an ambassador for Somerset FA and act as custodian of the highest standards of integrity and governance. In particular the Director will bring recent and relevant experience in their areas of expertise. They will work closely with the wider Board and the CEO, ensuring that they are informed through relevant and timely information.

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| --- | --- |
| Role | Non-Executive Director |
| Reports to | Chair of Somerset FA Board of Directors |
| Location | Charles Lewin House, Unit 5 & 10 Landmark House, Wirrall Business Park, Glastonbury, Somerset, BA6 9FR |
| Term | Three-year term from appointment, after which applicants are eligible for reappointment |
| Time Commitment  | Board meetings occur every 4 to 6 weeks, in person attendance preferred. Other commitments may come up on an ad hoc basis. |
| Voluntary  | (Business expenses included) |
| Role Purpose | * To direct and monitor the business affairs of the Association by determining the vision, strategy, plans, policies and financial investment required to achieve the overall long-term business objectives.
* Oversee and support the area connected with the post holders skill and specialism, with specific responsibilities provided on appointment
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| Responsibilities General  | * To serve as a Director of the Association and to actively participate in its strategic management.
* To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
* To safeguard the assets of the business along with the interests of the Membership and stakeholders of the Association.
* Ongoing involvement in the planning and delivery of the SFA County Strategy & Business Plan.
* To ensure the effective implementation of Board decisions by the Chief Executive and the staff, providing a supportive role in helping achieve the strategic aims and objectives of the Association.
* To jointly oversee the management of risk to the Association.
* To develop and maintain an effective corporate governance structure.
* To monitor the financial affairs of the Association and ensure the effective use of SFA finances.
* To promote equality of opportunity and a football for all ethos in a safe sporting environment.
* To represent the Association to partners and stakeholders of the Association in a professional manner.
* To act with discretion in respect of sensitive, confidential, or commercial information provided to you in this role.
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| **Person Specification** |
| Knowledge and Experience  | * Understanding of the role of the Board of Directors and individual Director of a ‘not for profit’ organisation.
* Effective communication skills including verbal, written and presentation skills.
* Active listening skills.
* Ability to write objective, factual reports and make recommendations based on the evaluation of evidence.
* Able to develop effective relationships with people at all levels within Somerset FA and external to it, interacting at the appropriate level.
* Negotiation skills (with staff and within a business context) including the ability to deal appropriately with conflict.
* Experience of strategic planning and in delivering significant areas of a strategic plan.
* Proven ability to solve problems and make decisions in a timely manner in line with the strategy of the organisation.
* Proven leadership abilities.
* Ability to decide priorities for Somerset FA and act accordingly.
* Ability to cope with and manage change at pace appropriately.
* Ability and willingness to accept responsibility.
* Competent in the full range of IT particularly Microsoft Office.
* Commitment to personal and professional development in self, staff.
* Ability to give and receive evidenced feedback.
* Understanding of and commitment to the highest levels of customer service balanced with the needs of the organisation.
* A sound understanding of the volunteer / professional relationship and how this can be leveraged to support the work of the organisation.

**Desirable:*** Passion for football through football club playing, League committee management experience and or supporting.
* Experience of working at a senior role within an organisation, ideally proven experience as Director of or similar role.
* A commitment to Equality in all areas, demonstrating a working understanding and application of inclusion, equality &amp; anti- discrimination, safeguarding and best practice
* An understanding of Safeguarding of Children and Young people and Vulnerable Adults
* Performance evaluation of organisation and individuals within it
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| Skills and Behaviours | * Problem Solving
* Teamwork
* Communicating
* Delivery
* Customer Excellence
* Developing Self and Others
* Leadership
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**How to apply**

Applications should consist of a full curriculum vitae detailing career and achievements, as well as a covering letter with how your specialism and knowledge can strengthen the board addressing the role description and person specifications.

To discuss the roles further, please contact Jon Pike, Jonathan.Pike@somersetfa.com.

Applications should be sent to Jonathan.Pike@somersetfa.com.

The closing date is at midnight on 24th May 2023.

Interviews will take place week commencing 5th June 2023.

Somerset Football Association is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age sexual orientation, gender identity, religion and belief.

If you need any support with accessibility, please let us know.