



# **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 currently need to fill some casual vacancies and such all positions must be openly advertised. We welcome applications from all areas of the game within our County.

If you would like to know more about us, please visit our website linked [here](#).

Phil Chaplin

**Chair of Board**

Jon Pike

**Chief Executive Officer**

## 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

Are you passionate about football and ready to make a difference? Somerset FA is on the hunt for up to three dynamic Non-Executive Directors to join our board, helping drive forward the National Game Strategy and ensuring football in Somerset is accessible, inclusive, and fun for everyone.

We're particularly eager to strengthen our board in the following areas:

**Legal:** Advising the company on legal matters and overseeing that company is legally compliant.

This is an exciting time to get involved in football as we work closely with The FA to deliver lasting impact at the grassroots level.

As a Non-Executive Director, you will:

- Help shape the vision, strategy, and future of football in Somerset.
- Contribute to key decisions on policies, plans, and financial investments.
- Ensure the game thrives in a way that is inclusive, diverse, and accessible to all.

At Somerset FA, we believe in **Football for All**, and we're proud to be an equal opportunities organisation. We actively encourage applications from under-represented demographics and those who share our vision of a game free from discrimination.

Ready to play your part in shaping the future of the beautiful game? Apply today and join a team that's committed to making football in Somerset the best it can be!

## ROLE DESCRIPTION

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.

Role	Non-Executive Director - LEGAL
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	<ul style="list-style-type: none"> <li>To offer advice to Somerset FA on legal matters covering the spectrum of its activities.</li> <li>To make sure that Somerset FA remain compliant with its legal responsibilities</li> <li>Oversee and support the area connected with the post holders skill and specialism, with specific responsibilities provided on appointment</li> </ul>
Responsibilities General	<ul style="list-style-type: none"> <li>To serve as a Director of the Association and to actively participate in its strategic management.</li> <li>To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.</li> <li>To safeguard the assets of the business along with the interests of the Membership and stakeholders of the Association.</li> <li>Ongoing involvement in the planning and delivery of the SFA County Strategy &amp; Business Plan.</li> <li>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.</li> <li>To jointly oversee the management of risk to the Association.</li> <li>To develop and maintain an effective corporate governance structure.</li> <li>To monitor the financial affairs of the Association and ensure the effective use of SFA finances.</li> <li>To promote equality of opportunity and a football for all ethos in a safe sporting environment.</li> <li>To represent the Association to partners and stakeholders of the Association in a professional manner.</li> <li>To act with discretion in respect of sensitive, confidential, or commercial information provided to you in this role.</li> </ul>
<b>Person Specification</b>	
Knowledge and Experience	<ul style="list-style-type: none"> <li>A legal degree</li> <li>Experience of advising a SME on legal matters or work in the legal sector</li> <li>Understanding of the role of the Board of Directors and individual Director of a 'not for profit' organisation.</li> <li>Effective communication skills including verbal, written and presentation skills.</li> <li>Active listening skills.</li> <li>Ability to write objective, factual reports and make recommendations based on the evaluation of evidence.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to develop effective relationships with people at all levels within Somerset FA and external to it, interacting at the appropriate level.</li> <li>• Negotiation skills (with staff and within a business context) including the ability to deal appropriately with conflict.</li> <li>• Experience of strategic planning and in delivering significant areas of a strategic plan.</li> <li>• Proven ability to solve problems and make decisions in a timely manner in line with the strategy of the organisation.</li> <li>• Proven leadership abilities.</li> <li>• Ability to decide priorities for Somerset FA and act accordingly.</li> <li>• Ability to cope with and manage change at pace appropriately.</li> <li>• Ability and willingness to accept responsibility.</li> <li>• Competent in the full range of IT particularly Microsoft Office.</li> <li>• Commitment to personal and professional development in self, staff.</li> <li>• A commitment to Equality in all areas.</li> <li>• Ability to give and receive evidenced feedback.</li> <li>• Understanding of and commitment to the highest levels of customer service balanced with the needs of the organisation.</li> <li>• A sound understanding of the volunteer / professional relationship and how this can be leveraged to support the work of the organisation.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Passion for football through football club playing, League committee management experience and or supporting.</li> <li>• Experience of working at a senior role within an organisation, ideally proven experience as Director of or similar role.</li> <li>• Demonstrating a working understanding and application of inclusion, equality, anti-discrimination, safeguarding and best practice</li> <li>• An understanding of Safeguarding of Children and Young people and Vulnerable Adults</li> <li>• Performance evaluation of organisation and individuals within it</li> </ul>
Skills and Behaviours	<ul style="list-style-type: none"> <li>• Problem Solving</li> <li>• Teamwork</li> <li>• Communicating</li> <li>• Delivery</li> <li>• Customer Excellence</li> <li>• Developing Self and Others</li> <li>• Leadership</li> </ul>

## HOW TO APPLY

Applications should consist of a full curriculum vitae detailing career and achievements, as well as a covering letter which details how your specialism and knowledge can strengthen the board addressing the role description and person specifications and why you would like to join the board of Somerset FA.

Once you've submitted your application, we will ask you to complete an equality monitoring form. This form will be kept separate from your application and will not be shared with the selection panel.

To discuss the roles further, please contact Jon Pike, [Jonathan.Pike@somersetfa.com](mailto:Jonathan.Pike@somersetfa.com).

Applications should be sent to [Jonathan.Pike@somersetfa.com](mailto:Jonathan.Pike@somersetfa.com).

The closing date is at midnight on 7<sup>th</sup> February 2025

Interviews will take place week commencing 10<sup>th</sup> & 17<sup>th</sup> February 2025.

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.