



Suffolk FA

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Suffolk Football Association Recruitment Pack

Board Trustee - Safeguarding Champion

October 2025

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Welcome

Thank you for your interest in becoming a Trustee for Suffolk Football Association.



This is an exciting opportunity to join a forward-thinking charitable organisation that will innovate and lead to grow the game of football in a way that supports local communities. We want to enable and help provide opportunities to spread the reach of the game to those that don't normally get the opportunities to play. Our strategy focusses on the principle of 'Driving the Local Game' and the word local is at the heart of everything we do.

With over 306,000 people playing football regularly in Suffolk, the game's ability to reach many corners of the county brings a unique opportunity to make a true difference to local communities. Generating £267.8m of social value each year to Suffolk, we have an aspiration to make a true difference to people's lives and help transform the county through increased physical activity rates, improving health and wellbeing opportunities and building fantastic partnerships.

This role is particularly important as Safeguarding is a vital part of what we do. Keeping the many children and young people that play the sport safe is a critical role for the organisation, as is ensuring we support and look after adults at risk. We are proud of our safeguarding record, which is held in high regard and we want a dynamic and knowledgeable individual to come and help continue these high standards and enable us to improve even more.

We want someone that wants to join us as we look forward to our next chapter as an organisation and are looking for someone that has a passion and desire to make a difference to the people of Suffolk and to keep them safe. If that's you, we look forward to receiving your application and hopefully welcoming you as part of our Board of Trustees.

About Us

Suffolk FA is the governing body for football in Suffolk and is part of the affiliated County network for the Football Association. Suffolk FA is also a registered charity with a role and remit to promote, develop and support participation, promote the game and support the health and wellbeing of the people of Suffolk.

Formed in 1885 it has led the governance, operations and development of football for 140 years. The organisation, however, is modern and thriving and became a registered charity in 2021. The organisation is responsible for supporting the 300+ clubs in the county, leading the development and growth of football across the grassroots game, growing participation and developing referees and coaches. It is responsible for supporting volunteers to be some of the best in England at providing opportunities for everyone wanting to engage in the game.

It is also a key stakeholder in Suffolk, responsible for leading key infrastructure work, being a key partner with health, local authorities and the business community. We use these relationships to help leverage significant funding into football and the county. Examples of this are development of Football Facilities Plans, ensuring local places have great sports facilities, coordinating funding applications to the Football Foundation and other funding partners and leading safeguarding training and DBS checks for the thousands of volunteers that deliver football in Suffolk.

Our vision is 'A Thriving Local Game' and we work across our whole football community and other partners to make this happen. Equality, diversity and inclusion is at the heart of what we do and this is underpinned by strong safeguarding.

Football is at the heart of what we do and we use this to help transform communities and lives.



Please [click here](#) to find out more.



The Role

Board Trustee - Safeguarding Champion

We are seeking to appoint a Board Trustee – Safeguarding Champion to join our Board of Trustees and play a central role in ensuring safeguarding is at the heart of everything we do.

The Role

As a Trustee, you will contribute to the effective governance and strategic direction of Suffolk FA. As Safeguarding Champion, you will hold specific responsibility for ensuring that children, young people, and adults at risk are safe, supported, and able to enjoy their football experience.

You will:

- Ensure the Board complies with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures
- Champion a culture where safeguarding and welfare are prioritised in all decisions
- Support Suffolk FA to meet and sustain The FA's Safeguarding 365 Standard
- Scrutinise safeguarding activity, providing constructive challenge and assurance to the Board
- Promote equality, diversity and inclusion in safeguarding practices

This is a voluntary position, with Board meetings held six times per year (a mix of virtual and in-person at our Stowmarket offices). Additional attendance at our AGM, Council, and Board Sub Committees may also be required.

What we're looking for:

We are seeking someone with;

- A child-centred belief system and behaviours
- Experience of safeguarding and/or child/adult protection
- An understanding of governance and the ability to provide strategic oversight
- Strong listening, questioning, and influencing skills
- Commitment to equality, diversity, and inclusion

Previous board or committee experience is welcome but not essential. An understanding of grassroots sport or voluntary organisations would be beneficial.

Our Values

At Suffolk FA, our values guide everything we do. We are **Inclusive, Team-focused, Respectful, Open, Empowering, and Innovative**. We expect all Trustees to model these behaviours and to act with integrity, fairness, and accountability in their role.

Safeguarding Commitment

Suffolk FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Equality & Diversity Statement

Suffolk County FA is committed to promoting equity within the organisation and encourages applicants from all backgrounds, culture, beliefs and experiences to apply for this role, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.

Disability Confident

Suffolk County FA prides itself on being an employer that is committed to supporting candidates with disabilities throughout its recruitment process and supports any employee with a disability. If you require any reasonable adjustments to support your application, please do not hesitate to get in touch.



Key Responsibilities

Collectively, The Board of Trustees of Suffolk County Football Association Ltd 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. As such, individually and collectively, the Trustees are accountable to the Membership.

Role Title: Trustee - Safeguarding Champion

Reports to: Chair of the Board of Trustees

Location: Suffolk FA, Bill Steward House, The Buntings, Stowmarket, Suffolk IP14 5GZ

Estimated time commitment to fulfil the role: Board Meetings are held six times a year both virtually and from time to time at Suffolk FA's offices. They usually last in the region of 2 hours. Attendance at Council, AGM and Board Sub Committee Meetings will also be required.

Remuneration or Expenses:

- This is a voluntary role which is not accompanied by any financial remuneration.
- Country FA Expenses will be paid in line with the current Expense Policy of Suffolk County Football Association Ltd.
- Travel and accommodation to FA events where The FA has agreed to reimburse, County FA Expenses will be paid in line with the current Suffolk FA expense policy.

The Safeguarding Champion is a full and active member of the Board with a specific responsibility:

- 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 at the heart of all decisions that are made
- 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, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity
- To recognise in exceptional circumstances when/ where there is a need for the Board to seek external professional safeguarding guidance
- To support Suffolk FA's senior leadership in embedding culture, diversity, and inclusion throughout the organisation



Role Purpose

- To ensure the County FA always acts in keeping with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures and The FA's Safeguarding 365 Standard for County FAs
 - 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 oversee 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 365 Standard for County FAs' requirements
 - To check and challenge to ensure that the interests of children and young people are paramount in all County FA activities and the best interests of adults at risk are given due consideration
 - To use the whistleblowing policy if any concerns are not fully addressed by Suffolk FA or the Board
 - Execute the responsibilities of a Trustee and Company Director in accordance with the Charities Act (2011) and the Companies Act (2006) and any other relevant legislation
 - Safeguard the interests of the Membership and stakeholders of the Association
- Establish clear and challenging objectives in conjunction with the CEO to deliver the agreed strategy and business plan and regularly review performance against those objectives, ensuring improved performance
 - Ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the Association's strategic aims and objectives
 - Oversee the management of risk to the Association, including matters of Health and Safety
 - Develop and maintain an effective corporate governance structure
 - Monitor the financial affairs of the Association through reports provided by CEO and to ensure the effective use of financial and other resources
 - Contribute to constructive debate on all Board matters
 - Promote equality of opportunity throughout the Association
 - Fully participate in Board induction, training or development and performance monitoring
 - Nurturing and supporting partnership development on behalf of the organisation which contributes to achieving the vision and furthering the objectives of the Association
 - To be part of other Board Committees as may be required by the Board
 - Perform other responsibilities as assigned by the Board

Person Specification

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 working in adult or child safeguarding and/or protection
- Knowledge and understanding of grassroots or other voluntary activity
- Awareness and understanding of The FA's Safeguarding Policy and Procedures and The FA's Safeguarding 365 Standard for County FAs
- An understanding of and commitment to equality, diversity and inclusion
- 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

Desirable

- Understanding of Charity & Company Law
- Knowledge of other key areas of legislation including Health & Safety, Employment, GDPR, Bribery and anti-corruption, whistleblowing and taxation
- Football Club or officiating experience
- Experience of organisational assessments, audits or inspections
- Experience of being a member of committees or Boards
- Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities
- An understanding of the volunteer/professional relationship and how this can best work to support the work of the Association
- Knowledge and understanding of financial accounts, management accounts and budgeting



How to Apply

To apply, please send your CV and a short covering statement outlining your suitability for the role to andrew.wilesmith@suffolkfa.com.

If you wish to have an informal discussion about the role and any aspects of it please contact any of the following:

Phil Lawler: Chair of Suffolk FA – 07904 323030 / phil.lawler@suffolkfa.com

Julie Mulcahy: Senior Independent Director of Suffolk FA – 07836 692322 / Julie.mulcahy@suffolkfa.com

Andrew Wilesmith: Chief Executive Officer of Suffolk FA – 07903 842747 / andrew.wilesmith@suffolkfa.com

Closing date: Sunday 9th November 2025

Interviews: Thursday 20th November 2025 – times to be confirmed with candidates





Suffolk FA

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@SuffolkFA #AThrivingLocalGame

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