SURREY FA

ENGLAND FOOTBALL

APPLICATION PACK

Independent Non-Executive Director Role Profile - Legal





HISTORY

In March of 1882, Association Football Clubs of the West Surrey Football Association met to decide how the organisation would be established moving forward. Among those present were members of Reigate Priory FC – still running today – and Clapham Rovers, winners of The FA Cup in 1880. This meeting decided to establish the Surrey County Football Association, with the aim of encouraging the development of football within the county. A code of rules to govern the Association was drawn up, and it was decided to start a Challenge Cup competition – which has now expanded to 28 in the current day.

TODAY

Surrey FA is a registered charity and one of 50 county football associations across the country. We are part-funded by The FA. We invest £1.3m a year in governing, developing and supporting grassroots football (everything underneath the professional game).

WE SUPPORT OVER 65,000 REGISTERED PLAYERS,

700 CLUBS AND NEARLY 4,300 TEAMS

22 AFFILIATED ADULT, YOUTH, WOMEN'S AND DISABILITY LEAGUES.

WE WORK ACROSS 15 LOCAL AUTHORITIES
WITH A REACH OF OVER 2 MILLION PEOPLE ACROSS SURREY.



1. CROYDON
2. ELMBRIDGE
3. EPSOM AND EWELL
4. GUILDFORD
5. KINGSTON UPON THAMES
6. MERTON
7. MOLE VALLEY
8. REIGATE AND BANSTEAD
9. RICHMOND UPON THAMES
10. RUNNYMEDE
11. SURREY HEATH
12. SUTTON
13. TANDRIDGE
14. WAVERLEY
15. WOKING

Our workforce comprises **34** members of staff, **4,000** coaches and over **1,000** match officials alongside more than **20,000** dedicated volunteer leaders in clubs, teams and our league network.

Surrey FA is headquartered in Dorking, Surrey at the **£8m** Meadowbank Stadium. Meadowbank opened in 2018/19 and is a fantastic focal point for grassroots community football and home to National League side, Dorking Wanderers FC. Surrey FA manage and operate the stadium, which hosts over **71,000** users a year, has a capacity of **4,000** spectators and plays host to our **22** County Cup Finals, and **18** Surrey Schools FA Finals, providing a prestigious home for the finals.

Over the past ten years, Surrey FA has supported clubs to secure **£21m** in Football Foundation funding to improve and develop new facilities across the county. The economic and social value of adult grassroots football in Surrey is **£410m**.

Surrey FA was the first county FA to achieve the Intermediate Equality Standard in 2019 and the third to become compliant with The FA Code of Governance in 2022 incorporating an independent board and the Chair of the Youth Forum as a full board member.

Whilst boasting a proud tradition, Surrey FA has arrived at one of its most exciting junctures, as the organisation has set about an ambitious new ten-year strategy to 2030/31. Key to our strategy is our trajectory towards parity of participation across the female and male game and developing a network of hub sites, like Meadowbank, across Surrey.

THE FRAMEWORK FOR OUR GRASSROOTS STRATEGY 2024-28

Our purpose: Empower People, Unite Communities and Inspire healthier, happier lives

SURREY FOOTBALL SYSTEM

Create a Successful and Thriving Football System for Surrey
Outcomes Beyond Football

- SUPPORT
- PROGRESS
- CONNECT

Sustainable Surrey FA - creating the foundations for change

STRATEGIC WORK STREAMS

- Playing Choice & Opportunities
- Equal Opportunities - Women & Girls
- Build More & Improve Existing Facilities
- Tackle poor behaviour
- Volunteers, Coaches & Referees



OUR GOVERNANCE STRUCTURE

BOARD OF TRUSTEES

WORKING GROUPS

- J.E.D.I
- GOVERNANCE & AUDIT GROUP
- FINANCE SUB-GROUP
- NOMINATIONS GROUP
- YOUTH FORUM

#OneTeamTogether



WHY JOIN SURREY FA?

You will be part of an ambitious, hard-working and award-winning team, that puts people first and operates under our mantra "One Team Together". We are innovative in our approach and ambitious in our direction. These are genuinely exciting times for Surrey FA as we deliver our ten-year strategy and the successful candidate will be instrumental in helping the County to deliver this.

TRAINING & DEVELOPMENT

We offer training and personal development opportunities as well as the opportunity to attend FA events and training at St George's Park or Wembley such as 'Brilliant Boards' Governance Conference.

ACCESS TO FA TICKETS

Board Members can purchase tickets via the County FA allocation, for the England Internationals, the FA Cup Finals and the Community Shield.

SFA EVENTS AND SOCIALS

Here at SFA, our mantra is 'One Team Together' and this is reflected across our staff, Board, partners and stakeholders. We host board and staff social events including SFA's Grassroots Awards, and of course our prestigious County Cup Finals.

SFA KIT

You will receive Surrey FA Nike kit to wear when representing the county.

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Non-Executive Legal Director
REPORTS TO	Chair of the Board of Trustees

Surrey FA are seeking a dedicated person with legal experience to join their team as an Independent Non-Executive Director. The Director will act as a custodian of the highest standards of legal integrity and governance, bringing recent and relevant legal experience, ideally in the area of commercial property, that will enable robust controls and secure systems of risk management.

- Voluntary role requiring a time commitment of approximately 1-2 days per month
- Opportunity to shape the future of Surrey FA
- Chance to work closely with the CEO and wider Board and be part of a team passionate about grassroots football

AS THE INDEPENDENT NON-EXECUTIVE LEGAL DIRECTOR, YOU WILL:

- Provide strategic oversight and constructively challenge and review Surrey FA's strategic plan
- Provide strategic leadership, guidance and advice to Surrey FA on legal matters
- Retain constant awareness of Surrey FA's legal position and act to prevent problems
- Oversee the legal planning of Surrey FA by analysing its performance and risks
- Provide support to, and act as a sounding board for the CEO on legal matters
- Ensure compliance with regulations, statutes and guidelines
- Ensure legal controls and processes are in place whilst maintaining oversight of the Board's legal responsibilities
- Instruct, oversee and liaise with external lawyers where appropriate
- Act as an ambassador for Surrey FA and represent the association to partners and stakeholders in a professional manner

THE IDEAL CANDIDATE WILL HAVE:

- A proven background working as a Legal Director or Partner, ideally in the area of commercial property. This will include working as a Senior Development Lawyer at either Legal Director or Partner level and/or legal qualifications
- 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 in action
- Knowledge of the Safeguarding Requirements for the association
- Interest in grassroots sport and knowledge & understanding of not-for-profit organisations
- Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the association
- Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation

This is a voluntary role, requiring a time commitment of approximately 1-2 days per month. Relevant expenses will be paid in line with the current Surrey FA Expense Policy. Travel and accommodation expenses to FA events where The FA has agreed to reimburse the Association will also be covered.

Surrey FA are passionate about growing football and work collaboratively to venture into uncharted territories. They strive for excellence and make a lasting impact for the people and game they serve. They value everyone's individual experience and perspectives, and they are committed to promoting and embedding diversity and inclusion at all levels.

If you are passionate about football, have the relevant legal background, and want to make a significant contribution to the strategic direction of Surrey FA, we would love to hear from you.

RESPONSIBILITIES

GENERAL

- Serve as a Director of Surrey FA and actively participate in its strategic management.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006), Charities Act (2011) and other relevant legislation.
- Safeguard the interests of the membership and stakeholders of Surrey FA.
- Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- Ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of Surrey FA's strategic aims and objectives.
- Jointly oversee the management of risk to Surrey FA.
- Develop and maintain an effective corporate governance structure.
- Promote equality of opportunity throughout Surrey FA.
- Represent the Association to partners and stakeholders of Surrey FA in a professional manner.
- Act with discretion in respect of sensitive, confidential, or commercial information provided to you in this role.
- Perform other responsibilities as assigned by the Board.

LEGAL (COMMERCIAL PROPERTY)

- Provide legal advice, guidance and support to the Board, as needed.
- Maintain oversight of the Board's legal responsibilities.
- Provide support to, and act as a sounding board for the CEO on legal matters.
- Ensure compliance with regulations, statutes and guidelines.
- Ensure legal controls and processes are in place.
- Instruct, oversee and liaise with external lawyers where appropriate.

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- Proven experience as a Legal Director or Partner (Property) or similar role. This will include working as a Senior Development Lawyer at either Legal Director or Partner level and/or legal qualifications.
- LLB (Law Degree) or LPC (Legal Practice Course).
- Two years Post Qualification Experience (PQE).
- 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 in action.
- Knowledge of the Safeguarding Requirements for the Association.
- Interest in grassroots sport and knowledge & understanding of not-for-profit organisations.

SKILLS AND PERSONAL ATTRIBUTES

- Possess or show willingness to have an understanding of grassroots football.
- Analytical and rational thinking.
- Positive attitude and highly self-motivated with ability to motivate others.
- Evidence of emotional intelligence and self-awareness.
- A strong commitment to promoting and embedding diversity and inclusion at all levels.
- 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 debate, discuss and challenge in a constructive manner.
- Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the association.
- An ability to understand financial accounts, management accounts and budgeting.
- Access to, and ability to use, email and the internet.

WHAT HAPPENS NEXT?

To apply for the role please submit your CV and Covering Letter to:
Yvonne Rees
Yvonne.rees@surreyfa.com

APPLICATION CLOSES:

Monday 30th November 2026

INTERVIEWS:

Friday 11th December 2026

INTERVIEW PANEL:

Yvonne Rees – *Surrey FA Senior Independent Director*

Soye Briggs – *Surrey FA Chair*

Phil Badley – *Surrey FA Non-Executive Director*

Nick West-Oram – *Surrey FA CEO*