



**Director**

**Application Pack**

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# About the Sussex County Football Association

The Sussex County Football Association, also known as the Sussex County FA, was formed on the 23 September 1882 and is affiliated to The Football Association ("The FA") as the governing body of football in the county of Sussex, England.

The Sussex Senior Challenge Cup was introduced by the Sussex County FA in the 1882/83 season, and was won for the first time by Brighton Rangers. The competition still runs today, and is the longest running football competition administered by the Sussex County FA.

For the next 100 years, like most other County Associations, the Sussex County FA was administered by what we would call today, volunteers. However, all that began to change, when the Sussex County FA purchased Lancing Football Club in July 1981, and relocated its operations to there, effectively making Culver Road, the Headquarters of the Sussex County FA.

Over the next few years, staff numbers steadily grew, with paid employees taking on more duties from volunteers and carrying out The FA strategy of the day, with FA grants being paid to the County Association for employing full-time members of staff for certain roles and duties.

The Sussex County FA became an incorporated company on the 2 November 1999 and became a Limited Company. At this time, a new Board of Directors was created, with a second tier of volunteers called 'the Council'.

In August 2007, work to redevelop Culver Road into a modern stadium complex came when the old wooden stand was demolished and replaced with new dressing rooms, toilets, bar, servery and meeting rooms. This work was completed in June 2009, and new facility was officially opened on the 21 August 2009.

In December 2013, Mathew Major was elected as Chairman of the Sussex County FA, and he introduced more focus on finance, budgeting and business planning.

In June 2015, work to transform the grass pitch into a 3G Artificial Turf Pitch began. This work was completed 65 days later, on the 2 September 2015, and was officially opened a few weeks later by the then FA Chairman, Greg Dyke. The installation represented a major investment in facilities, and has already made a huge impact on income.

In late 2015, additional solar panels were installed on the roof of the main stand, generating further income and contributing to power generation. This power has been put to good use, with the installation in January 2016, of new 'start of the art' LED floodlights, which have saved considerable power usage.

In mid-2017, a new structure was proposed and adopted, which removed 'the Council' as a body and replaced it with 'County Members' and a series of Working Committees, designed to run football matters more effectively, leaving the Board of Directors to run finance, personnel and strategy. It is also hoped that the new structure will be more inclusive and help attract new members.

The Stadium, 3G pitch and new floodlights, all contribute to the vital additional income to the Sussex County FA, and are appreciated by current users.

Today, the Sussex County FA is considered by many to be a forward-thinking, dynamic, reliable and modern County Football Association, with strong links to senior clubs, leagues and grassroots football, as well as local authorities, businesses, charities and other stakeholders.

# Director advert

The Sussex County Football Association now has a vacancy on the Board of Directors.

It is a voluntary position, but travel and other reasonable expenses can be claimed in accordance with the Sussex County FA policy.

The Director is accountable to the Board of Directors through the Chairman.

The Director will be required to attend Board Meetings held at the Sussex County FA Headquarters in Lancing, as well as other meetings and events of the Association as and when required.

Although some football experience is required, the Board is also looking for a dynamic, committed and enthusiastic person, willing to help take the County to another level.

Ideally, you would have some business experience, as the Board is focused on the delivery of The FA strategies and Sussex County FA Business Plans, as well as financial planning, budget control and other areas of good governance.

Any experience that you have in the above, or other relevant subjects, would be beneficial to your application.

Closing date: **Noon on Monday 30<sup>th</sup> September 2019**

Interview date: **To be arranged**

We take the safeguarding and protection of children seriously and anyone working for the organisation will be required to follow the County FA policy. Due to the nature of this post, the successful candidate may be required to undertake a Disclosure and Barring Service check through The FA Criminal Records Check process.

An application pack for the position can be downloaded from:  
<http://www.sussexfa.com/news/2019/aug/07/director-vacancy>

The Sussex County FA is committed to equality of opportunity and welcome applications from all sections of the community.

The Sussex County FA equality policy is available to download via:  
<http://www.sussexfa.com/~media/CountySites/sussexfa/documents/equality/equality-policy.ashx>

# Guidance on How to Apply

If you are interested in applying to become a member of the Sussex County FA Board of Directors, please complete the short application form and email with a covering letter marked 'Strictly Private & Confidential' and send to:

*Ken Benham*  
*Chief Executive*  
*Sussex County FA HQ*  
*Culver Road*  
*Lancing*  
*West Sussex*  
*BN15 9AX*

Or by send by e-mail to: [Ken.Benham@SussexFA.com](mailto:Ken.Benham@SussexFA.com).

It would be appreciated if you could please complete The FA's Diversity monitoring form along with your application, as it does provide the Sussex County FA with the opportunity to track the breadth and depth of the applications from different parts of the community.

If you feel you require any further information about the Director role then please contact the Sussex County FA Chief Executive, Ken Benham - details above.

## **How will the Sussex County FA recruit?**

The Sussex County FA recruits and evaluates performance on a competency based structure and process, therefore, recruitment for the director role will be based on competency based questions. Competency based behaviours required within this role include:

- Problem Solving
- Team Work
- Communication
- Leadership
- Delivery
- Customer Excellence
- Developing Self and Others

There will be a formal interview process as and when required.

# Director Role Profile

Collectively, the Board of Directors of the Sussex County FA are required to direct the business affairs of the Association. Determining the vision and strategy and the plans, policies and financial investment required to achieve the Associations' stated aims.

As such, individually and collectively, the Directors are accountable to the membership.

The Board shall comprise of up to nine Directors for a term of three years. Directors are able to reapply for a Directorship for a further three year term upon completion of the first term. All Director Appointments are managed by the Sussex County FA recruitment and selection panel.

The post requires a commitment to attend Board Meetings as and when required. Meetings are normally held on a weekday evening at the Sussex County FA Headquarters in Lancing.

## **The role of a Director includes the following responsibilities:**

- To serve as a Director of the Company for the agreed term 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 interests of the membership and stakeholders of the Association
- To establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives
- To ensure the effective implementation of Board decisions by the Chief Executive and staff, holding the Chief Executive to account for the effective management and delivery of the Association's strategic aims and objectives
- To set challenging objectives for continuously improved performance through a balanced scoreboard
- To ensure delivery of The FA National Game Strategy which are relevant to the Association
- To oversee the management of risk to the Association, including matters of Health and Safety
- To oversee the implementation of all safeguarding policies and procedures.
- To develop and maintain an effective corporate governance structure for the Association
- To monitor the financial affairs of the Association through reports provided by the Finance Director and to ensure the effective use of financial and other resources
- To contribute to constructive debate on all Board matters and respecting the collective decision-making process
- To be respectful of other people's opinions and their right to raise them
- To promote equality and diversity of opportunity throughout the Association
- To fully participate in Board induction, training or development and performance monitoring
- To perform other responsibilities as assigned by the Board
- To contribute to the good governance of the Board at all times

## **The following skills, knowledge and experience are required for all Directors of the Association:**

- Strong leadership, decision-making and management skills
- The ability to develop and monitor organisational strategy and to deliver key objectives
- The appropriate use of knowledge and experience to make informed decisions to the benefit of the Association
- The ability to debate, discuss and challenge in a constructive and effective 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 the principles behind financial accounting, management accounts and budgeting
- An understanding of, and commitment to, The FA National Game Strategy through the Sussex County Football Association
- A sound understanding of the volunteer / professional relationship and how this can best combine to support the work of the Association
- Have some knowledge, understanding and interest in grassroots football or other forms of the game, such as futsal, walking, disability, and small-sided football (non-exhaustive list)
- Have access to and the ability to use Microsoft Office, email and the internet

**In addition, Directors will possess significant skills and a proven career track record of delivery in one, or more, of the following areas:**

- Strategic Planning
- Financial Management
- Business Planning
- Marketing and Communications
- Human Resources
- Law
- Technology
- Commercial Development
- Property or Facilities
- Charity or Fundraising
- Sales and Marketing
- Equality, Diversity or Volunteering for good causes
- Safeguarding

# Director Term of Office and Responsibilities

Directors are appointed by the existing Board of Directors, following an interview process and serve for a period of three years before standing for re-selection unless removed in the period. However, if appointed to fill a vacancy, the term of office may vary between one year and three years.

Directors are required to debate, discuss and decide on matters raised at Board Meetings, other meetings e.g. AGM, County Meeting etc. and vote on any actions that are deemed necessary.

The Association currently operates with some Working Committees:

The Board delegate's responsibility for sections of their work to an individual Director, supported by other appointed Director(s) and the Chief Executive, these sections are:

- Finance
- Legal
- Human Resources / Personnel
- National Game Strategy
- Commercial
- Property / Facilities
- Safeguarding

*Please Note: The above is not exhaustive and can and will be added to by direction of the Board.*

The Board reviews its appointments to Working Committees and Working Groups on an annual basis and the Chairman will also conduct regular review meetings with each Director on a one to one basis.

The Board may, at any time, create a Working Group or a Sub-Committee comprising of a smaller number of Directors, to look into a particular matter and report back to the Main Board.

Directors are paid travel expenses to meetings and are issued with an electronic device and a Sussex County FA email address, to separate from other business and private communications.



# Application Form

All sections must be completed and can be typed. If necessary, use a continuation sheet. You may attach a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form.

Position applied for

## Personal Details - Please complete in BLOCK CAPITALS

First Name  Surname

Mr / Miss / Ms / Mrs or preferred title

Address

Post Code

Tel No. (Home)  Tel No. (Work)

Tel No. (Mobile)

E-mail address

## Qualifications and Training

Starting with the most recent, please give details of your education, qualifications and training relevant to the application. Please include start and end dates for all courses, the name of the relevant institution, the course or qualification studied, along with the grade or classification achieved where applicable.

Dates	Details of School / College / Institution	Course or Qualification	Grade
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*Please attach a continuation sheet if required*



**Employment History** (Previous Employment, if Retired)

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid work. Please include start and end dates for all positions held, the name of employer, nature of business, job title and brief details of your responsibilities.

Dates	Employers name / nature of business	Job title and responsibilities

*Please attach a continuation sheet if required*

Please use the space below, to outline the skills and experience you have gained, either in paid work, unpaid/voluntary work, work at home, through your studies, through your leisure activities, which you think are relevant to the application and which you believe make you suitable for the position. Please indicate the extent to which you believe your skills, abilities and / or experience meet the requirements (as outlined in the information given in the advertisement, or in other ways such as through a role description or person specification).

*Please attach a continuation sheet if required*

### Other Information

The Sussex County FA is aware of its obligations, under the Equality Act 2010, to carry out reasonable adjustments where needed for applicants who have a disability. Please detail any adjustments you will require to be made, if you are invited to attend for interview.

*(These details will be confirmed with your present employer or educational establishment)*

Have you ever been convicted of a criminal offence?

(apart from spent convictions under the Rehabilitation of Offenders Act 1974)

Have you ever been disqualified as a director in England & Wales?

Are there any outstanding charges against you?

If the answer to any of these questions is: Yes, please give details, including the date, nature of the offence and the fine or sentence (if convicted).

### References

Please give the name and address of two referees. These should include your present employer where applicable, or a relevant academic principal. Personal references should be given only when there is no previous employer or educational establishment to which reference can be made.

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

Can references now be taken up with your first referee?

Can references now be taken up with your second referee?

I agree that any offer of appointment with Sussex County Football Association Limited is subject to satisfactory references. I give my consent to the storage of personal data contained within this form and the ethnic monitoring form. I confirm that the information supplied by me on this form is complete, accurate and not misleading:

Signature:

Date:

# The FA's Equality and Diversity Monitoring Form

The Sussex County FA is committed to Equality and Diversity and ensuring that it is fully representative of the Community it serves. To assist us in monitoring the ethnicity of members we would be grateful if you could complete the following monitoring form. All information detailed will be treated anonymously.

## SEX AND GENDER

Male  Female

Have you ever been identified as Transgender? Yes  No  Prefer not to say

## AGE

16 – 20  21 – 30  31 – 40  41 – 50  51 – 60  61+

## ETHNICITY

Indicate in the appropriate box your ethnic background. Ethnic categories are not about nationality, place of birth or citizenship they are about the group to which you feel you belong to. The descriptions below are from the 2011 census.

### White

British  English  Scottish  Welsh  Irish  Gypsy or Irish Traveller

Any other white background

### Mixed

White & Black Caribbean  White & Black African  White & Asian  Mixed background

Mixed other background

### Asian

British-Indian  Indian  British-Pakistani  Pakistani  British-Bangladeshi

Bangladeshi  British-Chinese  Chinese  Any other Asian background

### Black

Black Caribbean  Caribbean  British African  African  British  Other

Any other Black background

### Other Background

Other  Prefer not to disclose my ethnic origin

## DISABILITY

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people including those with cancer, multiple sclerosis and HIV / AIDS are automatically protected as disabled people by the Act.

### Do you consider that you meet this definition?

Yes  No

### If you have indicated yes, please indicate the impairment(s) that you feel applies to you:

Blind / partially sighted  Deaf / hard of hearing  Physical disability  Learning disability

Communication barriers  Experience of mental and emotional distress  Prefer not to say

**RELIGION OR BELIEF**

**How would you describe the religion to which you feel you belong?**

- Christian     Buddhist     Hindu     Jewish     Muslim     Mormon     Sikh   
Jehovah's Witnesses     Atheist     No Religion / Faith     Other faith background   
Prefer not to say

**SEXUAL ORIENTATION**

**Which of the following options best describe how you think of yourself?**

- Heterosexual / Straight     Gay Man     Gay Woman / Lesbian     Bisexual     Other   
Prefer not to say

**OTHER**

Please provide details of any other aspects of equality / diversity you feel are relevant: