

CHAIR OF THE BOARD

RECRUITMENT PACK



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About the Organisation

The Sussex Football Association is seeking to appoint an **Independent Chair** to lead our Board and help support the existing members with directing the business affairs of the organisation. Sussex County FA is the not-for-profit governing body of football in Sussex. We are responsible for overseeing all aspects of the grassroots game in the County, providing the structure and support that enables our players, coaches, volunteers, and referees to perform their roles and enjoy the beautiful game.

Since 1882, Sussex County FA has been committed to providing opportunities for communities across the County and are now proud to have 23 members of staff, almost 3,000 affiliated teams with over 47,000 players and more than 750 referees. We manage 22 County Cup Competitions each season from Under 12s to Veterans and operate a state-of-the-art 3G artificial turf pitch and function rooms at our HQ in Lancing where we host a wide range of events including a monthly Women's Recreational football tournament, regular CPD events for new and experienced coaches, and are home to the Sussex Disability Football League.

We have delegated powers from The FA to manage rules and regulations to ensure fair play in the grassroots game, both on and off the pitch. We are responsible for developing the local game and strive to positively influence participation for all regardless of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

We have strong links to Brighton & Hove Albion, senior clubs, leagues and grassroots football across East and West Sussex, as well as local authorities, businesses, charities and other stakeholders.

Women's Euros Legacy

Brighton and Hove was one of 8 host cities for the UEFA Women's Euro 2022 tournament. The tournament has proved to be a huge opportunity for women and girls in Brighton and Hove, and across Sussex, to engage in a healthy lifestyle through football. To ensure the power of the tournament reaches all ages and football roles, we aim to:

- Increase the % of primary schools accessing and engaging girls in football
- Increase the number of girls from under-represented groups participating in football
- Increase the number of clubs that cater for women aged 18+
- Double the number of FA-qualified female coaches.

Improving facilities across the County

We work with a range of stakeholders across Sussex to improve football facilities at all levels. We provide stakeholders with support to access funding, with a particular focus on Football Foundation small Grants and grants to enhance the quality of grass pitches.

Safeguarding Commitment

Safeguarding is at the heart of what we do and Sussex County FA is committed to ensuring that this is embedded within our grassroots football. The Directors will be required to complete all safeguarding training deemed necessary by either Sussex County FA or The FA.

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

Equality Statement Sussex County FA believes that football belongs to, and should be enjoyed by, anyone who wants to participate in it. It is committed to promoting equality within the organisation, starting at Board level and encourages applicants from all backgrounds, cultures, 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.

Vision, Mission and Values

Our shared vision, mission and values underpins all we believe and do.

Our Vision

Providing Football for ALL

Our Mission

Promoting, developing and supporting football in a fun, safe and equal way.

Our Values

As an Association we know that our values and beliefs are key to creating the right culture for us to succeed in the achievement of our Vision and our Mission. Everyone who represents Sussex County FA strives every day to bring these beliefs to life.

We believe in our shared values with The FA of being:

- Progressive – by embracing new thinking in the pursuit of continuous improvement
- Respectful – in setting standards for respectful behaviour across the game
- Inclusive – through championing and ensuring that football is and will remain a game for everyone
- Determined – to be accountable to each other in serving the whole game
- Excellent – in achieving sustained excellence in performance.

Whilst the recent past has been challenging for all, Sussex County FA has continued to grow the game with significant progress being made on a number of fronts, including:

- Continued growth in male participation
- Substantial growth in the women's and girls' game
- Continued growth in the recruitment of referees across [all] age groups
- A growing number of qualified coaches involved in youth football
- Development of non-traditional formats of the game

Governance and Leadership

The Board has collective responsibility for the governance of our organisation. This includes responsibility for the development and implementation of our strategy; ensuring that our operations are consistent with our aims; promoting the growth of the game and widening participation across all communities; and acting as a critical friend to the Executive.

Our Board is made up of individuals with a wide range of skills and experiences and who are all committed to the principles of good governance.

The Sussex County Football Association is committed to tackling inequalities and discrimination. We want to ensure our board reflects the broad diversity of the County, recognising the essential dividends that a diversity of thought, background and experiences will bring. We welcome all individuals who share our passion and vision to apply, particularly women, individuals from culturally diverse backgrounds, the LGBTQ+ community and those with disabilities.



The Opportunity

Sussex County Football Association is inviting applications for the role of Chair of the Board. We are looking for an inspirational and dynamic Chair who can help build upon the existing strategy and success of our organisation. As a County we are proud of the strides we have made to make grassroots football an inclusive environment and a safe place for all to play. We are particularly proud of the advancements we have made in supporting disability football and the Women's game. We are looking for a Chair who can help us to continue to advance and support all areas of the game across the County.

We are seeking an individual with proven non-executive leadership experience, preferably at Chair level, with a passion for the positive impact that sport, in particular football, can have in the diverse communities across our County. You will be responsible for helping set and guide the strategy of the Sussex County Football Association to ensure the Board meets its obligations and responsibilities to members and The FA through strong corporate governance, supporting the executive, and overseeing the affairs of the Association. You will hold a key role in helping to bring expertise to the Board as well as providing appropriate challenge and accountability surrounding the performance of the Sussex Football Association and ensuring that each Director fulfils their duties and responsibilities in delivering effective governance.

The successfully appointed candidate will demonstrate a passion for the power of sport, an inclusive leadership style and an understanding of the communities we serve. They will bring excellent communication skills and will be proactive in considering the views and needs of others allowing them to work collaboratively with our key stakeholders to enable our mission. Providing robust check and challenge and strategic acumen, they will work to ensure that we benefit from contemporary governance.

Responsibilities:

The role of the Chair encompasses a range of vital responsibilities within the organisation, including:

- **Conducting Board Meetings:** Chairing and guiding Board meetings, which involves the responsibility of agenda setting and ensuring the meetings run smoothly and efficiently.
- **Strategic Leadership:** Leading by example. Offering visible leadership to guide the Board and support the executive team in achieving our strategic objectives, while also providing effective check and challenge when required.
- **Governance Compliance:** Ensuring our corporate and governance procedures align with best practice, which includes providing guidance and facilitating Board discussion on organisational priorities and governance issues.
- **Board Performance:** Guiding the evaluation of the overall effectiveness of the Board as a group and of individual Board members to enhance their collective performance.
- **Supporting the Executive:** Serving as a trusted advisor to the Chief Executive and wider executive team.
- **External Relationships:** Supporting the Chief Executive in cultivating positive and productive relationships with key stakeholders, such as our members, volunteer groups and commercial partners.
- **Financial Oversight and Risk Management:** Ensuring our financial controls and risk management systems are robust and providing timely and relevant updates to the Board on all significant matters.
- **Championing and upholding our values:** being a strong external advocate for our work and ensuring a positive and inclusive organisational culture.

Location: Board meetings are normally held at Sussex County FA HQ, Lancing or via Microsoft Teams.

Remuneration: This is a voluntary role.

Travel and accommodation expenses to FA events where The FA has agreed to reimburse the Association will be paid in line with the current County FA Expense Policy issued by The FA.

Time Commitment: Evening Board meetings approximately 10 times a year and are a mix of face-to-face and online meetings.

Term: The appointment is for a three-year term, renewable for a further three, three-year terms.

Person Specification

We welcome and encourage applications from ambitious, energetic candidates who can demonstrate the following:

- **Senior Strategic Leadership:** Demonstrable track record in senior, strategic leadership positions with adept decision-making and leadership skills at a high level, even if not necessarily at Chair level.
- **Collaborative Team Player:** A collaborative team player, with a genuine commitment to fostering effective teamwork within the Board, while actively promoting an inclusive leadership style that values diverse perspectives and contributes towards shared goals.
- **Relationship Building and Networking:** Proven track record in establishing and sustaining strong relationships and extensive networks across Sussex.
- **Governance Experience:** A strong commitment to upholding high standards of governance, characterised by an independent viewpoint that embraces constructive challenge and ensures effective engagement.
- **Financially Literate with Commercial Acumen:** Proven commercial acumen with ability to assess commercial opportunities for the organisation.
- **Diversity and Inclusion:** A strong and demonstrable commitment to equality, diversity, and inclusion, recognising their role in organisational success.
- **Commitment to Grassroots Sport:** particularly football. Knowledge & understanding, or willingness to learn, of membership, not-for-profit or national governing body organisations. Empathy and a commitment to inspiring a passion for football, in its various forms throughout our communities.
- **Time Commitment:** The Chair should have the necessary time and availability to fully commit to the role and its responsibilities.

How to Apply

For information on how to apply, please visit <https://candidates.perrettlaver.com/vacancies> quoting reference number **6943**. Candidates wishing to apply should submit a CV and application form (including comprehensive details of key achievements and responsibilities) along with a covering letter which fully addresses the competencies outlined in the role description and person specification.

The closing date for applications is **midday (GMT) on Wednesday 8th November 2023**.

Sussex County Football Association will be supported in this appointment by executive search firm Perrett Laver. Any initial enquiries should be directed to Jake Smith at jake.smith@perrettlaver.com and +44 (0) 20 3928 7374.

Accessibility

For a conversation in confidence, please contact Jake at jake.smith@perrettlaver.com and +44 (0) 20 3928 7374.

Should you require access to these documents in alternative formats, please contact Sherena Otadende at sherena.otadende@perrettlaver.com and +44 (0)20 3928 7397.

If you have comments that would support us to improve access to documentation, or our application processes more generally, please do not hesitate to contact us via accessibility@perrettlaver.com

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Inclusion

Perrett Laver believes that excellence will be achieved through recognising the value of every individual. A broad range of perspectives, backgrounds and opinions amongst our global community of colleagues is crucial in maintaining our culture of openness, intellectual curiosity, and creativity. We take an active role in supporting under-represented communities and groups in becoming better and more fairly represented in the leadership of all organisations. We also know that diverse and inclusive teams have a positive impact on our ability to identify, engage and secure candidates from these groups.

Our commitment to inclusion across race, gender, age, religion, sexual orientation, identity, and experience drives us every day – for clients, for candidate identification and in the recruitment, development and retention of colleagues.

To ensure inclusion on the basis of age, disability, ethnic or national origin, family circumstance, gender, gender identity, marital status, nationality, political or religious beliefs, race, socioeconomic background, sexual orientation, we would like to specifically invite applications from under-represented groups.

Data Protection and Privacy

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purpose of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website:

<http://www.perrettlaver.com/information/privacy/>



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