



**ENGLAND
FOOTBALL**

WEST RIDING FA

DIRECTOR RECRUITMENT PACK

VISION:

**TO CREATE ENJOYABLE EXPERIENCES AND
HELP FORM LASTING MEMORIES THROUGH FOOTBALL**

PURPOSE:

MORE PEOPLE PLAYING MORE OFTEN





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We [WEST RIDING FA] have changed our corporate governance structure to increase boardroom accountability, enhance trust in business and ensure we are best placed to lead and serve the grassroots game in the future.

As a result of these changes, we are delighted to offer three Director – level opportunities for committed, experienced professionals with a passion for football. As a Director at West Riding FA, working alongside a dedicated operational team, you will strategically shape and secure the future of grassroots football across the County.

West Riding FA welcomes applications from our under-represented groups to ensure our Board is representative of the counties' diverse football family.



I am proud of the County FA West Riding has become and for the quality and commitment evident in our staff. Elements of corporate governance work have been challenging (and continue to be) and it has required us to look inward without bias or self-preservation. It's important to me, as Chair, that the Board continue to challenge ourselves through informed, intelligent, and diverse dialogue to ensure our decision making meets the needs and expectations of our diverse football family.

BARRY CHAPLIN

Chair





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ABOUT WEST RIDING FA

The West Riding County Football Association (West Riding FA) is the governing body of football in the county of West Riding (West Yorkshire and surrounding areas). We are the 5th largest County Football Associations in the country and oversee all aspects of the game within our boundary.

We are responsible for providing the structure and support that enables our players, coaches, volunteers, and referees to perform their role with ease. Our utmost priority is that every participant in our county is given the opportunity to develop in a progressive and enjoyable environment.

In addition to our governance responsibilities, we concentrate heavily on the development of the local game and maintain a strong emphasis on the evolution of our stakeholders. By promoting "Football For All" we encourage participation across all sections of society, inclusive of age, ability, race, religion, Sexual Orientation or socio-economic status.

By developing innovative programmes and cultivating opportunities in alignment with our

governing body (The FA), we deliver the National Game Strategy in our County. We are immensely proud of our thriving culture throughout the non-professional game, a sector widely referred to as "Grassroots" football.

We believe it is essential to uphold our traditions and embrace the legacy of our past. However, we are very much a progressive organisation, happy to celebrate our history without residing on it.

Although the West Riding FA has been the governing body of all association football in the county for over 100 years, today we are an energetic, innovative, and ever-changing organisation.

As a not-for-profit organisation, West Riding FA reinvests back into the game any surplus in funds into improving products and services to grassroots football, growing, and retaining the game at all levels and formats, and supporting the workforce and facilities infrastructure to drive the game forward.



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OUR STRATEGY

Our Strategy cycle is aligned to that of the Football Association with each cycle comprising 4 years. The current being 2021-2024.

**REVIEW THE WEST RIDING FA
RE-SET STRATEGY 2021-24 HERE**

**REVIEW THE FOOTBALL ASSOCIATION'S
GRASSROOTS STRATEGY HERE**



OUR STRATEGIC PRIORITIES



KEY PERFORMANCE INDICATORS

- # REGISTERED MALE PLAYERS
- # REGISTERED FEMALE PLAYERS
- # REGISTERED DISABLED PLAYERS
- # OF NEW WEETABIX WILDCATS PROVIDERS
- # OF WEETABIX WILDCATS PROVIDERS
- % OF YOUTH CLUBS WITH AT LEAST ONE GIRLS' TEAM MEETS THE FA THE STANDARD FOR FEMALE YOUTH COMPETITION PATHWAY
- # OF CLUBS PROVIDING FULL FEMALE PLAYER PATHWAY
- # GRASS PITCHES ACHIEVED 'QUALITY GRASS PITCH STANDARD' THROUGH ASSESSMENT
- % YOUTH TEAMS WITH A QUALIFIED COACH
- # OF LEARNERS ATTENDING CPD (NOT UNIQUE LEARNERS)
- # REFS RECRUITED
- # REFS CONVERTED
- # REFS RETAINED
- # REFS PROGRESSED
- ACHIEVE THE EQUALITY STANDARD FOR SPORT – PRELIMINARY LEVEL
- MEET THE SAFEGUARDING OPERATING STANDARD
- MEET THE FA CODE OF GOVERNANCE
- MEET FA FINANCE OPERATING STANDARD





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VOLUNTARY BOARD MEMBER APPOINTMENTS

We are seeking up to three individuals to strengthen our Board and help us maximise our impact.

This is a unique opportunity to join a courageous, caring organisation with a vital purpose – to get more people playing more often. The Board is collectively responsible for the organisation's culture and leadership through sound corporate governance; the implementation of our strategic vision, including the development of the HQ in Woodlesford, strengthening of corporate identity; and stakeholder engagement.

The Board facilitates the achievement of our strategy and oversees effective resource allocation whilst managing associated risks.

It is accountable for fostering our sustainable success, as well as enhancing our profile and reputation, both regionally and nationally.

Successful candidates will have a track record of inclusive leadership, as well as a strong appreciation for the role of corporate governance and the responsibilities of Non-Executive Directors*.

They will be excellent communicators, with the ability to work creatively and collaboratively in a predominantly voluntary stakeholder environment.

They bring a strong empathy for, and embed themselves within, the broader culture of West Riding FA and our football communities.

Board experience is welcomed but not essential.

We are particularly seeking individuals who can evidence experience in one (or more) of the following areas:



We are committed to improving diversity within our organisation, starting at Board level, and we would like to specifically invite applications from under-represented groups.

We would be delighted to hear from interested individuals who share our vision and have the ambition and expertise to help us to deliver a bright future as we look to enhance a strong Board connected to the communities we serve.

* As a non-executive director, you are a voting member of the Board. As you are not an employee of West Riding FA, you won't engage in the day-to-day management of the organisation. Rather, you act as an independent advisors and are involved in policymaking and strategic decision making. Your responsibilities include monitoring executive directors (i.e the CEO) and acting in the interest of stakeholders.



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NEXT STEPS

For an informal conversation about the positions available, please email either:



HANNAH SIMPSON
Chief Executive Officer
Hannah.simpson@westridingfa.com



BARRY CHAPLIN
Chair
barrycasfa@aol.com

To apply, please complete the application form:

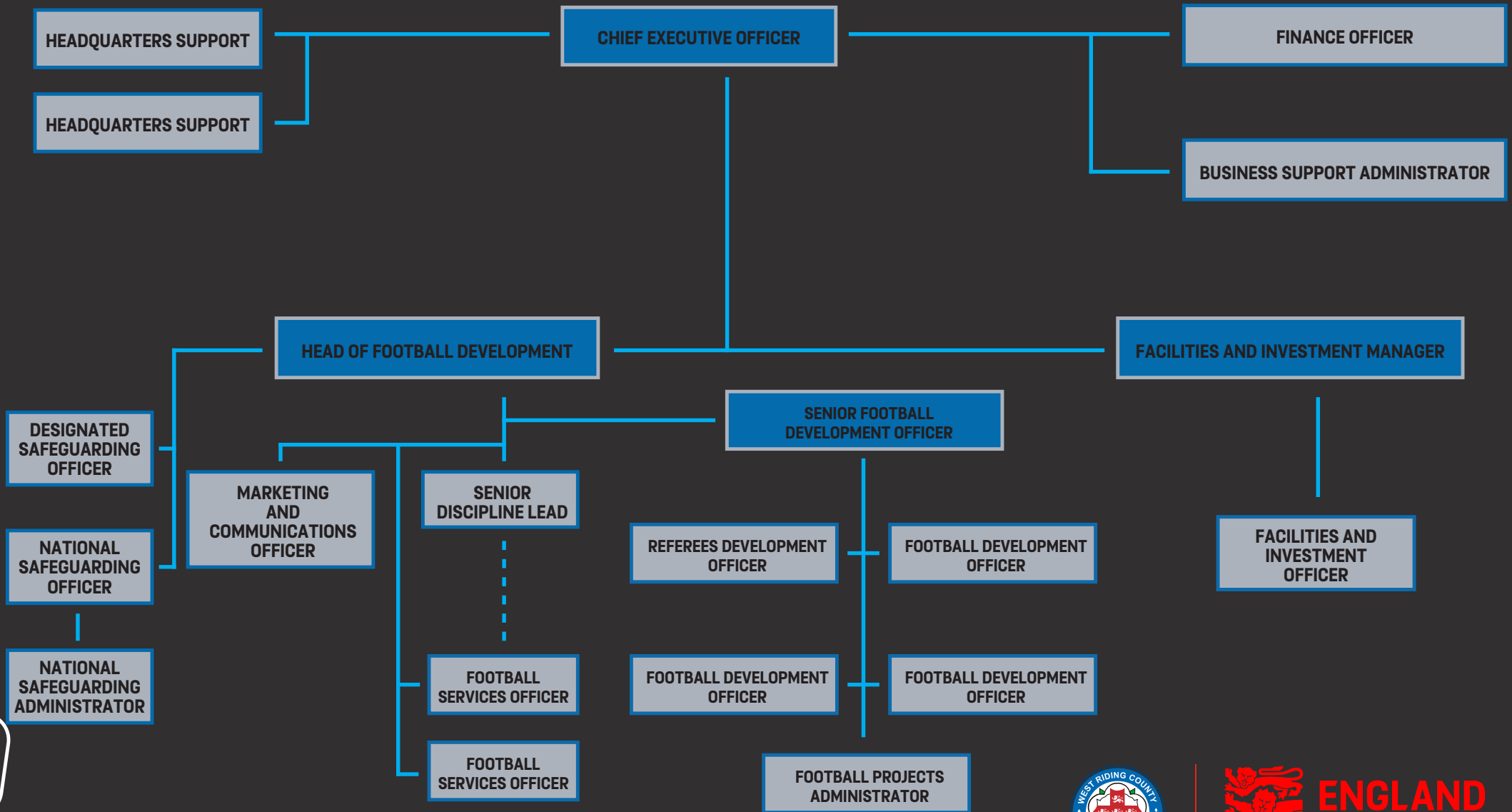


West Riding FA is an equal opportunity employer that is committed to diversity and inclusion. West Riding FA welcomes applications from our under-represented communities to ensure our Board is representative of West Riding's diverse football community. All applications will be considered on merit.

Closing Date For Applications
Tuesday 31st January 2023



STAFFING STRUCTURE



- - - SUPERVISORY RESPONSIBILITIES

■ SENIOR MANAGEMENT TEAM





JOB ROLE PROFILE

JOB TITLE:	Non-Executive Director		
REPORTS TO:	Chair of the Board of Directors	JOBS REPORTING INTO THE JOB HOLDER:	None
LOCATION :	All meetings are held at West Riding FA, Fleet Lane, Woodlesford, Leeds, LS268NX or remotely via Microsoft Teams.	ESTIMATED TIME COMMITMENT TO FULFIL THE ROLE	The post requires a commitment to attend monthly Board meetings. Meetings are normally held on the last Tuesday of every month and normally last in the region of 2 hours.
LOCATION :	Expenses will be paid in line with the current Expense Policy of West Riding FA (45p/mile). Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.		

ROLE PURPOSE:

- Collectively, the Board of Directors of West Riding 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 Directors are accountable to the Membership.

PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- Serve as a Director of the West Riding FA and to actively participate in its strategic management.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- Safeguard the interests of the Membership and stakeholders of the West Riding 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 the West Riding FA's strategic aims and objectives.



- Set challenging objectives for continuously improved performance.
- Oversee the management of risk to the West Riding FA, including matters of Health and Safety.
- Develop and maintain an effective corporate governance structure.
- Monitor the financial affairs of the West Riding FA through reports provided by the Finance Director 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 West Riding FA.
- Fully participate in Board induction, training or development and performance monitoring.
- Perform other responsibilities as assigned by the Board.

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- Educated to A Level or equivalent

If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application.

DESIRABLE

- A qualification in Business Management, Business Administration or specific vocational qualification relative to expertise (i.e Customer Excellence, HR, Marketing and Communications).



SKILLS

ESSENTIAL

DESIRABLE

- 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
- Diplomacy and conflict management skills

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

DESIRABLE

- A sound understanding of the volunteer/professional relationship and how this can best support the work of the Association
- An understanding of and a commitment to equality in action
- An understanding and application of inclusion, equality anti-discrimination, safeguarding and best practice requirements for the Association
- An understanding of The FA Grassroots Football Strategy and how this affects the work of the County Football Association
- Experience working in a charitable, not for profit and/or membership driven organisation
- A working knowledge and application of GDPR



- Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities
- Experience of implementing policies, protocols and guidance and possess a dynamic, progressive, and positive attitude towards innovative practices and processes
- Working experience using Microsoft Office and the ability to adapt to using technology whilst championing innovation
- An ability to engage, using influence and negotiation, with paid and volunteer workforce
- Experience in ensuring compliance with processes and minimum standards frameworks

FA BEHAVIOURS

PROGRESSIVE

- We embrace new thinking in the pursuit of continuous improvement, Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge

RESPECTFUL

- We set the standards for respectful behaviour across the game. Maintaining Standards, Role modelling, Respecting others' opinions and values

INCLUSIVE

- We champion and ensure that football is and will remain a game for everyone. Championing, Supporting, Including, Leading, Collaborative

DETERMINED

- We are tenacious and accountable to each other in serving the whole game and doing the right thing. Driven, Stamina, Tenacious, Focused, Resilient

EXCELLENT

- The very best outcome can only be achieved by sustained excellence in performance. Be the best you can be, Striving for success, Excelling, Exceeding expectations



WEST RIDING FA VISION AND VALUES

VISION

To create enjoyable experiences and help form lasting memories through football

VALUES

TRANSPARENT

- We make our decisions and actions open, honest and consistent
- We keep our communication easy to understand and our processes simple
- We are accountable for our actions
- We make our decisions and actions open, honest and consistent

RELEVANT

- We are present when we are needed
- We act with courage by challenging the status quo and take informed risks
- We remain vigilant and agile to exploit opportunities, maximise efficiencies and performance
- We pursue and embrace innovation and experimentation in pursuit of continuous improvement

INCLUSIVE

- We consult widely to achieve the best collaborative outcome
- We provide equal opportunity to people of different backgrounds, experience, ability, and perspective
- We understand the views, needs, and expectations of everyone involved in the game
- We minimise individual bias and seek diverse opinions when listening to suggestions from others

CARE

- We humanise our interactions and create memorable connections
- We are passionate about delivering a high-quality football experience
- We strive to deliver the very best in everything we do
- We work tirelessly to create and maintain a caring, safe and respectful environment for all participants

FURTHER INFORMATION

This role does not involve regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities and does not requires an enhanced DBS check.

CHECK COMPANIES HOUSE DISQUALIFIED DIRECTORS REGISTER: Yes

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.



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CORINTHIAN

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The Equality Standard
A Framework for Sport

PRELIMINARY