

JOIN OUR TEAM

INDEPENDENT NON-EXECUTIVE COMMUNICATIONS & PARTNERSHIPS DIRECTOR

APPLICATION PACK





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1. THE ROLE

The Wiltshire FA Board of Directors 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. We are looking for individuals with skills and experience in communication and partnerships, who have a passion for developing grassroots football in Wiltshire.

These are exciting times for Wiltshire County FA, as we have recently moved to a new, purpose built £1.7m football hub HQ and achieved the Equality Standard for Sport Foundation Level. We are commencing the creation of our new strategic plan for football in Wiltshire 2021-24 and aim to achieve The FA Code of Governance and Preliminary Level of the Equality Standard for Sport in the next 12 months. The successful candidate for this role will be instrumental in helping the County to deliver this.

2. ABOUT WILTSHIRE COUNTY FA

Wiltshire FA is the not-for-profit, governing body of football in Wiltshire. With 1,000 teams and in excess of 19,000 players of all ages and abilities playing in the County, Wiltshire FA is proud to support football For All.

We offer administration and support to players, clubs and leagues to ensure our game is positive and inclusive. We believe our game should be played with RESPECT.

We offer professional training to enhance the skills of the football workforce and develop the next generation of coaches, referees, medics and administrators.

We deliver programmes and support facilities to inspire people to take part in football making sure there are enjoyable and accessible opportunities For All.

3. WHAT WE ARE LOOKING FOR

Someone who;

- Is a strategic thinker, with experience in developing, delivering and evaluating organisational strategy?
- Possesses excellent interpersonal skills and the ability to act as a public relations point of contact with local and national press.
- Has significant experience and proven success in commercial roles and a proven track record of establishing new commercial partnerships.
- Possesses emotional intelligence and the ability to get the best out of people, whilst having the confidence to check and challenge in an appropriate manner.
- Is passionate about grassroots sport/football and understands the role of not for profit organisations in supporting grassroots sport.
- Has the ability to unite and inspire people to support a common cause.

4. WHAT CAN WE OFFER?

- Wiltshire FA can offer the successful candidate the unique opportunity to further develop understanding of how The FA and Wiltshire FA work in partnership to support grassroots football across England.
- The opportunity to create new relationships with a broad range of individuals and organisations across The FA and Wiltshire.
- The opportunity to benefit from a variety of FA courses, as part of a continued personal development package.
- Access to England and FA Cup tickets (subject to availability) and a ground pass to watch football across Wiltshire.
- Petrol remuneration at 0.27p per mile to attend at Wiltshire FA Board meetings and any other relevant Board events.

5. VOLUNTEERING AS A BOARD DIRECTOR

This is a volunteer role in which you will be expected to attend Board meetings 6 times per year and occasional virtual meetings, to collaborate with Board Directors and other stakeholders in the strategic development of the organisation.

The number of directors at Wiltshire FA shall be subject to a maximum of 12 with no less than one third of the directors from time to time shall be independent. The number of Council elected directors shall not exceed one third of the directors holding office.

As a Non-Executive Director (NED) you will be appointed to provide the organisation with advice and support. NEDs are appointed to tactfully contest strategies to glean the best results from management for the business. The role requires the individual to be equipped with specific knowledge and expertise, confidence and analytical skills, whilst maintaining an external and objective viewpoint in order to contribute to an effective Board.

For more about the Wiltshire FA Corporate Governance Structure please visit the website wiltshirefa.com/about/company-governance-information

6. ROLE DESCRIPTION

Please see Role Profile placed on our website with the job article - wiltshirefa.com/about/vacancies

7. HOW TO APPLY

If you are interested and would like to be considered, please submit a completed application form which can be found on our website with the job article - wiltshirefa.com/about/vacancies

Returns should be addressed to the Chairman, Clive Archer, along with the Equality Monitoring Form, which can be found on our website with the job article, marked "Private and Confidential" to clive.archer@wiltshirefa.com

The closing date for applications is **Monday 17th May 2021.**

Those applicants that have been shortlisted for interview will be notified by email. Interviews will take place via Microsoft Teams and will last for a maximum of 1 hour. For an informal conversation about the role please contact Clive Archer on 07342 730 120.