



An exciting opportunity has arisen to join the Board of Directors at Wiltshire County FA

Role: Non-Executive HR Director

Salary: Voluntary role with petrol expense offered at 0.27p per mile.

Time commitment: Minimum of 6 meetings per year (face to face and virtual)

Benefits: Purchase options on England International and FA Cup tickets. Ground pass for affiliated football in Wiltshire

Closing date: Midday Friday 3rd July 2020.

Interview date: Thursday 9th July. Time to be agreed.

Wiltshire County FA is the not-for-profit, governing body of football in Wiltshire. We grow participation, promote diversity and regulate the sport for everyone to enjoy. With over 19,000 players, 1,000 affiliated clubs, 406 referees, Wiltshire County FA is proud to support football for all.

The Association is set to relocate into a new £1.7m purpose-built football 'hub' facility in June. The new facility promises to be a beacon for football in Wiltshire that services the entire community. More information about the new HQ can be found by [clicking here](#)

The Non-Executive HR Director is a voluntary position and the role holder will be an integral member of the Wiltshire FA Board, advising the association on HR matters and supporting the association to deliver the Wiltshire FA Business Strategy.

The successful candidate will provide expert guidance to the Association and will work as a team of 9 Directors at the Wiltshire County FA to drive the organisation in delivering against the key objectives set within our corporate strategy.

Main responsibilities

- Provide strategic support to the Wiltshire County Football Association to shape and execute the new company strategy 2021-2024.
- Provides change leadership and HR partnership to deliver key business initiatives.
- Champion talent succession as part of a strategic workforce plan for the association.
- Guide the association to become a healthy, inclusive, and positive organisation and a great place to work.
- Provides guidance and coaching to the senior leadership team.
- Liaises with The FA National People Development Manager to implement national initiatives that develop staff performance, skills and experience.
- Leads the implementation and analysis of the annual employee engagement survey.
- Provide strategic guidance and leadership to the business on all HR matters and supports the association to be safeguarding compliant.
- Contribute to functional or HR programs, projects or initiatives as required.

Candidate skills and experience

- Proven significant experience of providing effective HR business support.
- BSc in Human Resources Management or CIPD qualification at Level 5 or above



County Offices
Units 2 & 3
Dorcan Business Village
Murdock Road
Dorcan
Swindon
SN3 5HY

01793 486047
info@wiltshirefa.com
@WiltsCountyFA

www.wiltshirefa.com



FOR ALL

FOR WILTSHIRE

- CIPD membership (MCIPD level or above preferred)
- Strong working knowledge of current UK employment legislation
- Experience developing and operationalising strategy
- Strong leadership and influencing skills
- Strong business and financial knowledge, as well as problem solving skills.
- Proven success in supporting projects that drive cultural change.
- A strategic and hands-on approach is essential.
- Ability to build trust and credibility with a diverse range of customers.
- Excellent communication (written and oral) skills.
- Ability to build relationships and collaboration at all levels of the organisation.
- Effective time-management skills and good attention to detail.
- Values the development of people.
- Knowledge of equality, diversity and inclusion

You will play an active role in the coming months in supporting the organisation to;

- Support the Board to develop the new corporate strategy 2021-2024.
- Support the association to achieve the FA Code of Governance.
- Develop a workforce plan for the association, which is aligned to the corporate strategy and FA governance code.

There will be a commitment to attend Board meetings on a bi-monthly basis, normally held on a Thursday evening at Wiltshire County FA, Green Lane Playing Fields, Green Lane, Devizes SN10 5EP. Please note: In light of the current Covid-19 situation Board meetings are being conducted virtually.

Core responsibilities for all Directors:

- Directors shall serve the Company in accordance with the Companies Act (2006) and other relevant legislation.
- To actively participate in strategic management and regularly review performance against clear objectives.
- To safeguard the interests of the Membership and stakeholders of the Association.
- To ensure the effective implementation of Board decisions by the CEO and staff, holding the Chief Executive to account for the effective management and delivery of the Association's strategic aims and objectives.
- To oversee the management of risk to the Association, including matters of Health and Safety.
- To develop and maintain an effective corporate governance structure.
- To monitor the financial affairs of the Association and to ensure the effective use of financial and other resources.
- Guarantee that the safeguarding of children & vulnerable adults is at the forefront of all Board decisions.
- To promote equality of opportunity throughout the Association.
- To fully participate in Board induction, training or development and performance monitoring.

For further details please contact the Chairman, Clive Archer, on 01793 486047.

To apply send a CV and covering letter marked "Private and Confidential" to chairman@wiltshirefa.com

The closing date for receipt of applications is Friday 3rd July 2020.

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