

Vacancy: Non-Executive Director

Dear Applicant,

Suffolk County Football Association is inviting applications to join the Board of Directors, initially through co-option with view to election in accordance with Suffolk FA Articles of Association. Director roles are voluntary, with travel expenses for meetings and events reimbursed.

The Suffolk FA Board is responsible for the continued development of the association, including ensuring the association satisfies all legal and contractual obligations, determining strategy, policies and the ongoing vision for the organisation, and securing financial investment which allows the organisation to achieve our vision and meet the needs of all involved in the local football community.

Board meetings are usually held on the final Monday evening of each month, starting at 17:15 in Stowmarket. Successful candidates will also be required to lead a portfolio of the business which reflects their expertise, supporting and nurturing associated members of staff.

In particular, expertise is sought in the following areas:

- Corporate governance including risk management and company law
- Human resources
- Organisational growth, brand development and financial diversification
- Inclusion, equality and diversity
- The use of technology systems to increase interaction and engagement

For an informal discussion on the role of Non-Executive Director, please contact Phil Lawler 07904 323030 or Richard Neal 07903 842747.

If you feel you have the required skills, attributes and capacity to contribute to the continued growth of the organisation, **please return a copy of your CV along with a covering letter** detailing your expertise and suitability to the role to **Chief Executive Officer, Suffolk FA, Bill Steward House, The Buntings, Stowmarket, IP14 5GZ**, or via email to Richard.Neal@SuffolkFA.com by 23:59 on Sunday 17th November 2019. Please mark all correspondence "Private and Confidential". Interviews will take place in the week commencing Monday 25th November.

Yours sincerely

Phil Lawler

Chair



**SUFFOLK COUNTY
FOOTBALL
ASSOCIATION LTD**

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**DEVELOPING
GROWING AND
SUPPORTING
YOUR GAME**



Role Profile

Role Title:	Non-Executive Director	Responsible To:	Chair Chief Executive Officer
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1. Role Purpose

- Effectively contribute to the strategic and financial development of Suffolk County Football Association Limited
- Support the organisation to satisfy all legal and contractual obligations
- Lead a portfolio of the business, supporting and nurturing members of the staff team

2. Principal Accountabilities/Responsibilities

- Serve as a Director of the Association and actively contribute to its strategic development
- Actively contribute to the development and promotion of the organizations vision, strategy, operational plan, and corporate objectives
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation
- Monitor and maintain the financial security of the organisation, including contributing to the financial diversification of the organisation
- Adopt and promote the Safeguarding Operating Standards of the Association
- Be the strategic lead for a portfolio area of the organisation linked to individual expertise, supporting and nurturing associated members of staff
- Support the implementation of an effective Risk Management process for the organisation
- Contribute to the organisation maintaining the highest standards of corporate governance
- Promote equality, respect and inclusion throughout the organisation and all Suffolk football
- Adhere to all safeguarding, data protection, whistleblowing and associated policies of the organisation
- Develop partnerships on behalf of the organisation which contribute to achieving the vision and furthering the objectives of the organisation
- Professionally represent the organisation at events including those held by partner and stakeholder organisations

3. Person Specification

a) Knowledge/Experience/Technical Skills

<p style="text-align: center;">Essential:-</p> <ul style="list-style-type: none"> • Excellent communication skills • Business and strategic development • Track record of developing staff 	<p style="text-align: center;">Desirable:-</p> <ul style="list-style-type: none"> • Experience of working on strategic Boards • An understanding of risk management • Knowledge of the structures and organisations within football
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<ul style="list-style-type: none"> • Budget and financial management • Creating and brokering sustainable business-to-business partnerships 	<ul style="list-style-type: none"> • Organisational change management • Understanding of relevant law governing limited companies • Understanding of charity governance and law • Proven track record of improving the profile and reputation of a brand / organisation • Monitoring and evaluation of programmes and projects
b) Behaviours	c) Suffolk FA Values
<ul style="list-style-type: none"> • Leadership • Relationship building • Teamwork • Communication • Leadership • Customer Excellence • Developing Self & Others 	<ul style="list-style-type: none"> • Always put the participant first to ensure our game is safe, inclusive and respectful for all • Work collaboratively to strive for excellence • Operates with integrity and transparency

As this role involves a responsibility to ensure Safeguarding is embedded across all areas of the business, each Director will be expected to attend a Safeguarding Briefing, attend a Safeguarding Children Workshop, complete the online Safeguarding for Committee Members and Adults at Risk courses, and sign and adhere to a Code of Conduct. This will form part of a full induction process.

This role 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 role

Suffolk FA is committed to the highest standards of equality, and welcomes applications from all areas of the local community.