



## **RECRUITMENT PACK**

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**INDEPENDENT NON-EXECUTIVE DIRECTOR  
(COMMERCIAL)**

# OUR VALUES



## INTEGRITY

We strive to be professional in all we do, are fair, honest, reliable and accountable.



## PASSIONATE

We are committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.



## RESPECTFUL

We will work collaboratively, with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.



## COMMUNITY AND CUSTOMER FOCUSED

We are committed to developing our services based on the needs of our communities and individual customers.



## CONTINUOUS IMPROVEMENT

We are innovative and creative in seeking to deliver high quality service, reviewing our work to improve exciting and explore new ways of delivering football.



**FOR ALL**

## Role Profile

### EQUALITY AND DIVERSITY

We would encourage all applicants to complete our voluntary Equality & Diversity Monitoring Form, via this [link](#), as part of the application process. The data we collect will be anonymous and confidential and will not be stored or linked to your application in any way.

Job title	Independent Non-Executive Director (Commercial)
Reports to	Chair of the Board of Directors

#### Role Purpose:

- To direct and monitor the business affairs of the Association by understanding the vision, strategy, plans, policies and financial investment required to achieve the overall long-term business objectives.
- To direct and support the creation of a commercial strategy and provide informed advice and support to the board on business development and partnerships that further the County's mission.
- To provide advice on improving customer service standards and use of insight that helps grow the game of football across the county.

Direct reports	N/A
Voluntary Role	Expenses will be provided
Commitment	Meetings are held 6 times a year

#### Director Key Accountabilities:

##### Generic

- To promote equality of opportunity and a football for all ethos in a safe sporting environment.
- To represent the To serve as a Director of the Company and to actively participate in its strategic management.
- To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- To safeguard the assets of the business along with the interests of the Membership and stakeholders of the Association.
- Ongoing involvement in the planning and delivery of the County Strategy & Business Plan.
- To ensure the effective implementation of Board decisions by the Chief Executive and the staff, providing a supportive role in helping achieve the strategic aims and objectives of the business.
- To jointly oversee the management of risk to the Association.
- To develop and maintain an effective corporate governance structure.
- To monitor the financial affairs of the Association and ensure the effective use of Bedfordshire FA finances.
- Association to partners and stakeholders of the Association in a professional manner.
- To act with discretion in respect of sensitive, confidential or commercial information provided to you in this role.

##### Commercial Development

- To work with the CEO to ensure that the organisation has a fit for purpose commercial strategy that supports the generation of income in line with the Association's strategic aims.
- To support improved engagement with stakeholders.
- To support improved customer service standards.
- To identify and champion partnerships that help meet the strategic aims of the Association.

Qualifications & Experience:	Skills & Personal Attributes:
<ul style="list-style-type: none"> <li>• Business and commercial management experience.</li> <li>• Company Board level experience.</li> <li>• Experience of delivering positive diversity and inclusion improvements.</li> <li>• To have, develop and maintain positive contacts within the local business / sports communities.</li> <li>• Experience of securing investment from multiple sources.</li> <li>• Ability to contribute to the strategic thinking and direction of the Association.</li> </ul>	<ul style="list-style-type: none"> <li>• Possess or show willingness to have an understanding of grassroots football.</li> <li>• Financial and budgetary awareness.</li> <li>• Analytical and rational thinking.</li> <li>• Positive attitude and highly self-motivated with ability to motivate others.</li> <li>• Evidence of emotional intelligence and self-awareness.</li> <li>• A strong commitment to promoting and embedding diversity and inclusion at all levels.</li> </ul>

**Further Information:**

Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?

NO

Where the answer to the above question is YES the following wording will be included in any advertisement

“As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a DBS check to ensure their suitability for the role.

Enhanced DBS Check Required:

No

Clean Full Driving Licence:

Useful but not essential

The role holder will be expected to understand and work in accordance with the below values/behaviours:

Bedfordshire FA Values	Behaviours
INTEGRITY	Strive to be professional in all we do, are fair, honest, reliable, and accountable.
PASSION	Committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.
RESPECTFUL	Work collaboratively with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.
COMMUNITY AND CUSTOMER FOCUSED	Committed to developing our service based on the needs of our communities and individual customers.
CONTINUOUS IMPROVEMENT	Innovative and creative in seeking to deliver a high-quality service, reviewing our work to improve and explore new ways of delivering football.

Job description authorised by:

Alan Young, Chief Executive Officer

Date signed:

01/07/2023

# HOW TO APPLY

Please submit your CV and Cover Letter (2 sides maximum) outlining how you meet the role profile, by either email to:

- Alan Young CEO, Bedfordshire FA via: [Recruitment@BedfordshireFA.com](mailto:Recruitment@BedfordshireFA.com)

We would also be very grateful if you could complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 2, upon submission of your application via this [link](#).

The closing date for applications is midday on Thursday, 20<sup>th</sup> July 2023.

Interviews will be held online for a suitable time with the candidate.

If you have any questions about the role, please contact [Recruitment@BedfordshireFA.com](mailto:Recruitment@BedfordshireFA.com)

## SAFEGUARDING

We are committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure, and Barring Service (DBS) check through The FA DBS process. Possessing a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the information provided. The successful candidate will also be required to undertake a safeguarding induction and safeguarding training as outlined by the FA.