



RECRUITMENT PACK

**FOOTBALL OPERATIONS COMMITTEE MEMBER
(INDEPENDENT)**

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.



Role Profile

EQUALITY, DIVERSITY & REPRESENTATION AT BEDFORDSHIRE FA

The Bedfordshire Football Association is proud to be a diverse and inclusive football association and wants to ensure that we are as representative as possible of the communities we support.

We welcome applications from everyone who meets the criteria for these roles. In particular, we strongly encourage applications from female candidates who meet the criteria as we are committed to increasing the representation of female members within our governance structures, as part of our new four-year strategy.

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	Football Operations Committee – Independent Member
Reports to	Chair of Bedfordshire FA Council

Our Organisation:

The Bedfordshire Football Association develops and governs football throughout Bedfordshire and strives to create a safe, inclusive, and sustainable environment to change lives through football.

Role Purpose:

- The Bedfordshire Football Association is looking for an enthusiastic football volunteer interested in football governance within Bedfordshire who has a passion for grassroots football to join the team.
- The successful candidate will become a Football Operations Committee member responsible for football governance throughout Bedfordshire. The committee is responsible for the County Cups, Refereeing Regulations, Rules and Regulations, and all football operation matters.

Voluntary Role	Expenses paid for travel. Three-year term.
Commitment	The committee meets every six weeks on Wednesday evenings at the Bedfordshire Football Association HQ. The start time is 7:00 PM, and the meeting normally lasts approximately two hours.

Key Accountabilities:

Generic

- Attend the Football Operations Committee meeting as an independent member at the Bedfordshire Football Association Headquarters, Skimpot Road, Dunstable, LU5 4JU.
- Meetings will take place every six weeks. The first meeting is scheduled for Wednesday, October 9th, 2024.
- As a committee member, you will be involved in the decision-making process within the Bedfordshire Football Association relating to all footballing matters. This includes:
 - County Cups – These include decisions relating to the organisation and running of the competitions
 - Referees – The development and regulations of match officials within Bedfordshire
 - Development – Participate in debates and topics regarding football development throughout Bedfordshire, directly impacting annual operational plans and incorporating any directives through the Football Association.
 - Rules and Regulations – The successful individual will also have the opportunity to learn and understand about the rules and regulations of football. After completing the required qualifications and training, the selected individual may participate in discipline and appeals panels.

What we are looking for:

We're looking for someone who understands the current football structure throughout the county boundary and surrounding areas of Bedfordshire.

Someone who can support the direction and development of football and has a passion for making football better. Experience of securing investment from multiple sources.

Safeguarding (include this section for roles in regulated activity only):

The Bedfordshire FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake the FA Safeguarding Children Course and FA Safeguarding for Committee Members. A current qualification for the course will be accepted.

The role holder will be expected to understand and embody 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:

10/09/2024

HOW TO APPLY

- Complete the online Application Form and Equality and Diversity Monitoring Form by 5pm on 24th September 2024.
- Shortlisted applicants will be contacted by 27th September 2024, to arrange a mutually convenient interview time.
- The interviews will be held in the evening in accordance with the role's requirements. We will host interviews at the Bedfordshire Football Association on Monday 30th September and Wednesday 2nd October 2024.

Application Links:

- [Application Form](#)
- [Equality and Diversity Monitoring Form](#)

If you have any questions about the role, please email recruitment@bedfordshirefa.com for an informal discussion.