



RECRUITMENT PACK

BOARD SAFEGUARDING CHAMPION DIRECTOR



INCLUSIVE

Championing and ensuring that football is available and safe for everyone.



PROGRESSIVE

Committed to continuously improve and be transformational in what we do.



RESPECTFUL

Set the standards for respectful behaviour across the game.



CHESHIRE FA

BOARD SAFEGUARDING CHAMPION DIRECTOR

JOB TITLE	Board Safeguarding Champion Director
REPORTS TO	Chair of the Board of Directors
LOCATION	Hartford House, Hartford Moss Recreation Centre, Northwich, CW8 4BG
CLOSING DATE	Friday 5 th January 2024
CONTRACT TYPE	Voluntary

A BIT ABOUT US

Cheshire FA was founded in 1878, and is the governing body for all football in Cheshire. As an organisation, we are responsible for the governance, organisation, education and development of the grassroots game within the County boundaries established in 1927.

On 30th October 2003, Cheshire FA HQ was opened by the Chairman of the Football Association, Geoff Thompson. A year later, the County celebrated our 125th Anniversary and were presented with an address from the FA to record its appreciation of the outstanding services to the game rendered by the officers and members.

We are proud to work closely with our many partners and stakeholders, including the Football Association. We are an enterprising and dynamic SME in the heart of the County.

Working collectively with our football community, we work towards a strategic framework that actively looks to inwardly invest into key aspects of grassroots football, supporting and enhancing the infrastructure both on and off the pitch, ensuring we are always **Inclusive, Progressive and Respectful**, as these are our values".

A BIT ABOUT THE ROLE

We are looking for individuals with a professional background that demonstrates skills and experience in safeguarding young people and adults at risk, who also have a passion for widening access to grassroots football across Cheshire.



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. The data helps Cheshire FA to build a more accurate picture of the diversity of the people applying to join the organisation, and to then monitor progress in this area. The link to complete this is in the application form. You can also read our Equality Policy, [here](#)

Data will be held in accordance with the Data Protection Act 2018 and Cheshire FA's [Privacy Policy](#).

Cheshire FA is committed to, and values the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We encourage and welcome applications from all, regardless of background and are particularly interested to hear from individuals belonging to under-represented groups including individuals from minoritised communities, all genders identities, individuals with a disability and LGBTQI+ individuals, people of faith and people of all ages. If you are an applicant with a disability who meets the essential requirements of the job, we will interview you.

Cheshire FA are committed to ensuring recruitment decisions will be based on merit with a focus solely on the skills and experience required for the job. Diversity monitoring data will not be used for selection purposes, but will be used to help ensure that policies, practices and procedures promote equality of opportunity.

Should you need any reasonable adjustments to the recruitment process, at either application or interview stage, please contact us directly via HR@CheshireFA.com



ROLE PROFILE

PURPOSE

- To support the implementation of the County FA values of being Inclusive, Progressive and Respectful.
- To ensure Cheshire FA maintains its governance and standards in safeguarding, to achieve the best outcomes for children and adults at risk.
- To ensure the Board acts in accordance with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures and any associated guidance including continually demonstrating that the County FA meets The FA's Safeguarding 365 Standard for County FAs.
- To be an active Board member championing a culture that has the best interests of children and young people (under the age of 18) and adults at risk in mind in all decisions that are made.
- To recognise and champion that all children and young people in football and all adults at risk are entitled to the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.
- To recognise in exceptional circumstances when/where there is a need for the Board to seek external professional safeguarding guidance.

Estimated time commitment to fulfil the role

The post requires a commitment to attend 6 Board meetings a year. Meetings are normally held on Monday mornings from 11am at Cheshire FA HQ and normally last in the region of 2 hours.

Occasional attendance at Cheshire FA's Safeguarding 365 Meetings and Welfare Officer CPD/Development events would also be encouraged.

Remuneration or Expenses

This is a voluntary role.

Relevant expenses will be paid in line with the current Cheshire FA Expense Policy.

Travel and accommodation expenses to FA events where The FA has agreed to reimburse the Association will be paid in line with the current County FA Expense Policy issued by The FA.



BOARD SAFEGUARDING CHAMPION RESPONSIBILITIES

- To ensure Cheshire FA always acts in keeping with legislation, statutory guidance and
- The FA's Safeguarding Policies and Procedures and The FA's Safeguarding 365 Standard for County FAs;
- To ensure the Cheshire FA safeguarding responsibilities and accountabilities are embedded in the County FA Strategy, Business Plan, Budget, Risk Register and Operational Plan;
- To ensure Cheshire FA enables and provides relevant safeguarding training for the Board, staff, volunteers and committee and council members;
- To ensure all staff role profiles have safeguarding responsibilities embedded in them;
- To ensure the Board receives and scrutinises information on progress against key areas of work, including the independent assessment reports, risks and challenges;
- To ensure all volunteers are aware of and comply with The FA's Safeguarding 365 Standard for County FAs' requirements;
- To check and challenge to ensure that the interests of children and young people are paramount in all Cheshire FA activities and the best interests of adults at risk are given due consideration;
- To use the whistle-blowing policy if any concerns are not fully addressed by Cheshire FA or the Board.



ALL DIRECTOR RESPONSIBILITIES

- Serve as a Director of Cheshire FA and to actively participate in its strategic management.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- Safeguard the interests of the Membership and stakeholders of the Association.
- Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- Ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the Association's strategic aims and objectives.
- Oversee the management of risk to the Association, including matters of Health and Safety.
- Develop and maintain an effective corporate governance structure.
- Monitor the financial affairs of the Association through reports provided by the Finance Director and to ensure the effective use of financial and other resources.
- Contribute to constructive debate on all Board matters.
- Promote equality of opportunity throughout the Association.
- Fully participate in Board induction, training or development and performance monitoring.
- Perform other responsibilities as assigned by the Board.



PERSON SPECIFICATION

KEY SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED

ESSENTIAL

- A child-centred belief system and behaviours;
- Experience of demonstrable and effective governance – and overseeing a strategic approach;
- Experience of working in adult or child safeguarding and/or protection;
- Knowledge and understanding of grassroots or other voluntary activity;
- Awareness and understanding of The FA's Safeguarding Policy and Procedures and The FA's

Safeguarding 365 Standard for County FAs:

- Ability to listen effectively;
- Ability to ask probing questions;
- Proven influencing skills;
- Presentation skills;
- Experience of problem-solving;
- Basic IT skills, including Word and email.

DESIRABLE

- Football club or officiating experience;
- Experience of organisational assessments, audits or inspections;
- Experience of being a member of committees or Boards.

ENHANCED DBS CHECK REQUIRED?

YES

CHECK REQUIRED ON COMPANIES HOUSE DISQUALIFIED DIRECTORS' REGISTER?

YES

CLEAN, FULL DRIVING LICENCE?

YES



HOW TO APPLY

Please submit your CV and Cover Letter (2 sides maximum) outlining how you meet the Role Profile and Person Specification, by either email or post to:

- David Edmunds, Chair via HR@CheshireFA.com
- Postal applications are to be addressed; Strictly Private and Confidential, for the attention of David Edmunds, Chair, Cheshire FA, Hartford House, Moss Farm Recreation Centre, Northwich, Cheshire, CW8 4BG.

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 1, upon submission of your application via this [link](#).

The closing date for applications is **Friday 5th January 2024**.

If you have any questions about the role, please contact Steve.Smithies@CheshireFA.com for an informal discussion.

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 complete a safeguarding induction and training as outlined by the FA.







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association



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KEEP UP TO DATE



INCLUSIVE
Championing and ensuring
that football is available
and safe for everyone.



PROGRESSIVE
Committed to continuously
improve and be transformational
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RESPECTFUL
Set the standards for
respectful behaviour
across the game.