



RECRUITMENT PACK

HEALTH & WELLBEING 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

HEALTH & WELLBEING DIRECTOR

JOB TITLE	Health & Wellbeing Director
REPORTS TO	Board
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 HR and wellbeing, 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 lead the Board in ensuring its responsibilities towards the welfare and safety of its members and people (including but not limited to employees, participants and volunteers) are factored into the decisions it makes and shall appoint one of its Directors to take a lead in this area.
- Collectively, the Board of Directors of Cheshire FA is required to direct the business affairs of the Association and to determine the vision and strategy, plans, policies and financial investment required to achieve the Association's aims. As such, individually and collectively, the Directors are accountable to the Membership.
- To support Cheshire FA's Senior Leadership in embedding culture, diversity and inclusion throughout the organisation.
- To be an active board member, providing strategic oversight and to constructively challenge and review the Cheshire FA strategic plan.

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.

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 HEALTH & WELLBEING DIRECTOR RESPONSIBILITIES

- Ensure the Board has a clear oversight of all aspects of welfare and safety including but not limited to safeguarding (adults and children), mental health and wellbeing (including psychological safety), anti-doping (where applicable) and integrity issues.
- Take the lead on the Board in establishing a culture, across the organisation, where welfare and safety is paramount.
- Responsible for checking and challenging the Board on decisions that affect welfare and safety across the organisation.
- Provide support for the executive staff on issues relating to welfare and safety.
- Provide a direct route for people within the Association to raise welfare and safety concerns

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

EXPERIENCE	
ESSENTIAL <ul style="list-style-type: none">● Experience of working in HR, mental health and wellbeing, occupational health or safeguarding at a senior level.	DESIRABLE <ul style="list-style-type: none">● Board level experience.
SKILLS	
ESSENTIAL <ul style="list-style-type: none">● Strategic leadership and management skills. The ability to develop and monitor organisational strategy.● Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation.● The ability to debate, discuss and challenge in a constructive manner.● Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the association.● Access to and ability to use, email and the internet.	DESIRABLE <ul style="list-style-type: none">● An ability to understand financial accounts, management accounts and budgeting.



KNOWLEDGE

ESSENTIAL

- An understanding of and a commitment to equality, diversity and inclusion.

DESIRABLE

- Knowledge & understanding of not-for-profit organisations.
- Knowledge of current safeguarding practice.

ENHANCED DBS CHECK REQUIRED?

NO

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.







FOLLOW US ON SOCIAL MEDIA



@Cheshire_FA



@cheshirefa



@cheshirefa



@cheshirefa



@cheshire-football-
association



CheshireFA.com
KEEP UP TO DATE



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.