



APPLICATION PACK CHAIRMAN

OCTOBER 2021





**"THIS IS AN EXCITING TIME
TO JOIN THE DEVON FA, AS
WE CONTINUE WITH OUR
NEXT STAGE OF
TRANSFORMATION"**

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YOUR APPLICATION

Thank you very much for your interest in this post. On the following pages, you will find details of the role and the selection process, to assist you in completing your application.

To apply, you should submit:

- An up-to-date CV, which shows your full career history (we recommend that this is no longer than 3 pages).
- A supporting statement explaining why you are interested in this role, how you are a good candidate for this post, and how you fulfil the role requirements set out in the person specification - we recommend that this is no longer than 3 pages. Please note, that due to the change in our articles, we can only accept applicants that are below the age of 72.

If you wish to have an informal discussion about the role and organisation or if you have any other questions to help you decide whether to apply, please do not hesitate to contact: Paul Morrison, Devon FA CEO - paul.morrison@devonfa.com / 01626 325912

Please note, applications can only be considered if all documentation is complete.

Please send your application via email, to:
paul.morrison@devonfa.com

Applications should be received by midday on Wednesday 10th November 2021. We hope to interview on Monday 22nd November.

WELCOME TO THE DEVON FA



Thank you for taking time to find out more about the role of chair at the Devon FA.

We are lucky to live in one of the most beautiful counties in England. The county not only gives us beautiful locations to enjoy our life but also wonderful opportunity to play football at so many different venues within Devon.

Football is an activity that is enjoyed by nearly 30,000 players that live in the county of Devon and the Devon FA has a responsibility for all to feel part of the Devon football family. It is the Associations' challenge to create the opportunities and pathways for communities to see participating in football as something for them to take part in and reflect upon their experiences.

Our chair will have a key role in stewarding change, and we would expect anyone coming into the role to have a depth of career experience in a senior leadership role, with a good all-round knowledge of how to connect vision and strategy with delivery.

The Devon FA board has undergone some changes over the last 18 months and the organisation has tried to adopt and comply with the Sport England/UK Sport Code for Sports Governance. We are currently working towards The FA's new Governance Code for County FA's and only have a few more remaining standards to become fully compliant.

The Chair will be an important architect in leading the Board to find its shared voice and cement its profile with a range of key stakeholders – such as the FA, the Devon FA Council and Devon FA Members, as well as other private and public sector partners. You will also need to be armed with a good understanding of how to be a role model and promote good governance, and through your own non-executive experience and learning, you will be able to inspire the board to add value and insight to the organisation's aspirations and challenges.

As chair, you will be an important ambassador for the organisation, whether engaging high-level discussion with funders, or connecting with the Grassroots membership. Organisations like ours rely on the commitment of a vast array of volunteers, and your values and experience need to be able to resonate with these volunteers.

We believe you do not need to come with experience of the football or sports sector. We believe our ideal candidate will need to be able to demonstrate at interview that they have absorbed what's particular to our sector and relationships and that their skills are strong enough to establish credibility within this peer group.

The term of office for this position is for a minimum of a three-year term from the 1st of January 2022 (with the possibility of additional terms up to a maximum of three terms of three years). You can find more information in this pack about us and about the role but do feel free to speak to our Chief Executive if you have any specific questions.

The successful applicant will take up their position from effect of 1st January 2022, but will become the Chair of the Board from June 2022.

Many thanks
The Devon FA Board

CHAIR OF THE BOARD OF DIRECTORS - ROLE PROFILE



ROLE TITLE - CHAIR OF THE BOARD OF DIRECTORS

REPORTS TO - BOARD OF DIRECTORS

ROLE PURPOSE

To be responsible for the leadership of the Board of Directors and is accountable to the Devon County Football Association Limited (subsequently referred to as "The Association"). He or she will be responsible for overseeing the affairs of the Association for ensuring that the Board meets its obligations and responsibilities to the Association.

To ensure that each Director fulfils their duties and responsibilities for the effective governance of the Association.

To act as an ambassador for the Association.

To be responsible for the performance review, and management of the CEO.

DIRECT REPORTS - CHIEF EXECUTIVE OFFICER (CEO)

LOCATION

Normal place of work is at the Devon County Football Association Offices or other places which could include homeworking or additional travel to other locations or overnight stays.

ESTIMATED TIME COMMITMENT TO THE ROLE

The person is required to attend General Meetings and other ad hoc events held within the County. It is estimated that it will be an average of 50 hours per year.

The role requires a commitment to attend 10 Board Meetings a year. Of which a third of these meetings will be in person with the remainder virtually held.

To be available to meet with the CEO and the Leader of Council on a regular basis and to meet from time to time as the role requires.

RENUMERATION OR EXPENSES

This is a voluntary role which is not accompanied by any financial remuneration.

County FA Expenses will be paid in line with the current Expense Policy of Devon County Football Association.

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



RESPONSIBILITIES

- Ensure that the Board maintains and demonstrates a clear division between the Board's management and oversight role and the CEO operational role.
- Lead the Board in the approval of the long-term financial plan and annual budget.
- Set the agenda for each Board Meeting in consultation with the CEO.
- Chair Board Meetings effectively, ensuring that Directors receive accurate, timely and clear information and that adequate time is available for discussion and time is used productively.
- Monitor the delivery of the strategic plan and objectives of the Association.
- Use evaluation findings to develop the skills and effectiveness of the Board.
- Review, with the CEO, any issues of concerns to the Board including the wellbeing of staff and the wider workforce of the Association.
- Manage the performance of the CEO, providing opportunities for coaching and development as required.
- Lead the Board in identifying appropriate actions to be taken to support and/or maintain diversity targets set and agreed for the Board.
- To act as an ambassador and represent the Association at internal and external meetings and events.
- Appoint Chairs to the various Board Committees in consultation with members of the Board.
- To work with the Directors, Leader, and the CEO to make sure that all communications between Devon FA and the Football Association are shared between the two parties.
- To serve as a Director of the Company and to actively participate in its strategic management.
- To execute the responsibilities of Company Directors in accordance with the Companies Act (2006) and other relevant legislation.
- To safeguard the interests of the Membership and stakeholders of the Association.
- To fully participate in Board induction, training or development and performance monitoring.
- To oversee the Association's adherence to relevant advice and guidance by the FA.
- To provide monitoring information for reporting to the Board on a quarterly basis.
- To set an example in the values and behaviours adopted, acting always in line with the Code of Conduct agreed by the Board.
- To perform other responsibilities as assigned by the Board.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

To have confidence to perform a specific function on the Board in addition to Chair

Desirable

No specific qualifications are essential to perform this role of Chair.

SKILLS

Essential

- Excellent meeting chairing skills including the ability to generate a productive group discussion ensuring that all voices and points of view are heard and given due consideration.
- The ability to facilitate a positive Board culture, and in particular the relationship between the Board and the executive workforce.
- Recruitment and selection skills.
- An understanding of and ability to manage financial risk in business.
- Strategic leadership and management skills.
- 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 including rapport-building, active-listening and incisive questioning.
- The ability to form productive relationships both internally and externally and strategic partnerships for the benefit of the Association.

Desirable

- A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the Association.
- Knowledge of the Articles of Association and their application.



KNOWLEDGE

Essential

- To be the liaison and to put the views of the Devon FA on any Football Association Initiatives or Instructions.
- Risk Management
- Customer experience and engagement.
- An understanding of and commitment to equality, diversity, and inclusion.
- Effective use of digital communication including email and the internet.
- Understanding of how to apply Principles of Inclusive practice.
- Succession planning

Desirable

- To be confident when debating Important football Issues at FA Meetings and making sure the voice of Devon Football Is heard.
- Knowledge of the County FA Governance Code and National Game Strategy.
- Up to date and thorough knowledge of Grassroots Football volunteers the role they play within football in Devon.
- An understanding of how the work of the Devon FA and the Football Association can impact grassroots football and how this affects the work of the County Football Associations.
- Knowledge and understanding of financial accounts, management accounts and budgeting.
- Knowledge of relevant legislation including employment, bribery and anti-corruption, modern slavery, and whistleblowing.
- Knowledge and understanding of the Safeguarding requirements for the Association.
- Knowledge and understanding of the Companies Act (2006)
- Awareness and knowledge of the FA's Code of Governance.



The following every director must be FA Safeguarding compliant in line with our policies.

You must be able to travel to meetings and in addition to this, all directors will be checked with Companies House.

PROGRESSIVE

- Embraces new thinking in pursuit of continuous improvement
- Identifies the need for, and actions change in direction, practice, policy and procedure
- Questions the way things are done and takes informed risks
- Continuously seeks to improve efficiency and performance

RESPECTFUL

- Sets the standards for respectful behaviour across the game
- Maintains people's self-esteem when interacting with them
- Avoids pre-judgement when listening to suggestions from others
- Always seizes the opportunity to apply FA standards

INCLUSIVE

- Champions and ensures that football is, and will remain, a game for everyone
- Openly collaborates with colleagues and partners in the game
- Provides equal opportunity to people of different backgrounds, experience, and perspective
- Seeks out and embraces new ways of thinking and working

DETERMINED

- Tenacious and accountable. Serving the whole game and doing the right thing
- Works relentlessly to overcome roadblocks or obstacles to achieve the goal
- Remains focused on seeing agreed goals through to completion taking pride in their work
- Maintains motivation for their team and themselves

EXCELLENT

- The very best outcome achieved by sustained excellence in performance
- Always seeks to achieve the highest levels of performance
- Can be persistent to achieve a standard that others consider impossible
- Challenges others to go further and achieve more



ROLE PROFILE AGREED BY THE BOARD OF DEVON COUNTY FA AND SIGNED ON BEHALF OF THE BOARD BY THE CHAIRPERSON:

NAME:

SIGNATURE:

DATE ROLE PROFILE AGREED BY THE BOARD:.....

ROLE PROFILE SIGNED BY THE ROLE HOLDER:

NAME:

SIGNATURE:

DATE ROLE PROFILE SIGNED BY ROLE HOLDER:.....

