



THE ROLE

Independent Non-Executive Director - Wellbeing & Safety

The Wellbeing & Safety Director will take the lead for the health, welfare and safety of the Association's members and its people. They will act as an ambassador for Gloucestershire FA and a custodian of the highest standards of business integrity and governance.

The Director will bring recent and relevant People experience, ideally in health, wellbeing, safety, and people management. They will work closely with the wider Board, leading any relevant groups ensuring that they are informed through relevant and timely information. They will need to form a strong relationship with the Chief Executive Officer, providing support and acting as a sounding board on all people wellbeing and safety related matters.

JOB DESCRIPTION AND PERSON SPECIFICATION

ROLE TITLE	Independent Non-Executive Director
REPORTS TO	Chair of the Board of Directors

ROLE PURPOSE

- To lead the Board in ensuring its responsibilities towards the health, welfare and safety of its members and people (including but not limited to employees, participants, and County FA volunteers) are factored into the decisions it makes.
- To be an active board member, providing strategic oversight and to constructively challenge and review Gloucestershire FA's strategic plan.
- To carry out the duties of a director in accordance with the Companies Act 2006.
- To support Gloucestershire FA's senior leadership team in embedding health, welfare, diversity, and inclusion throughout the organisation.
- To act as an ambassador for Gloucestershire FA

LOCATION	Home-based and Gloucestershire FA, Oaklands Park Stadium, Almondsbury, Bristol. BS32 4AG.
ESTIMATED TIME COMMITMENT TO FULFIL THE ROLE	<p>This is a voluntary role and requires a time commitment of approximately 1-2 days per month. The post requires a commitment to attend six Board Meetings a year and when available, relevant FA or GFA events.</p> <p>Board Meetings are normally held on Tuesday evenings at Gloucestershire FA and last approximately two hours. Directors are also encouraged to join any relevant Advisory or Working Groups.</p>
REMUNERATION AND EXPENSES	<p>This is a voluntary role.</p> <p>Relevant expenses will be paid in line with the Association's current Expenses Policy.</p>
TERM	Three years

RESPONSIBILITIES

GENERAL

- Serve as a Director of Gloucestershire FA and to actively participate in providing strategic oversight.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and/or Charities Act (2011) and other relevant legislation.
- Safeguard the interests of the membership and stakeholders of Gloucestershire FA.
- Establish and support clear strategic objectives to deliver the Association's strategic 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 Gloucestershire FA's strategic aims and objectives.
- Jointly oversee the management of strategic risk to Gloucestershire FA.
- Support and maintain an effective corporate governance structure.
- Jointly oversee the management of strategic risk to the Association, including matters of Health and Safety.
- Monitor the financial affairs of the Association and ensure the effective use of Gloucestershire FA's finances.
- Promote equality of opportunity throughout Gloucestershire FA.
- Represent the Association to partners and stakeholders of Gloucestershire FA in a professional manner.
- Act with discretion in respect of sensitive, confidential, or commercial information provided to you in this role.
- Perform other responsibilities as assigned by the Chair of the Board.

WELLBEING & SAFETY

- Ensure the Board has a clear oversight of all aspects of health, welfare and safety including mental health, wellbeing, and integrity issues.
- Lead the development of a health & wellbeing strategy for Gloucestershire FA
- Take the lead at Board level in establishing a culture across the organisation where health, welfare and safety is a key focus.
- Promote and champion health, safety, and wellbeing initiatives
- Establish relationships with non-traditional partners to support health & wellbeing
- Responsible for checking and challenging the Board on decisions that affect health, welfare, and safety across the organisation.
- Provide support for the executive staff on issues relating to health, welfare, and safety.

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- Experience of working in HR, mental health and wellbeing, occupational health or safeguarding at a senior level.
- In-depth knowledge of people, culture and wellbeing, welfare and safety, principles, laws and best practices.
- Solid knowledge of people analysis.
- A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the Association.
- An understanding of and a commitment to equality, diversity and inclusion.
- Knowledge of the Safeguarding requirements for a County FA.
- Interest in grassroots sport and knowledge & understanding of not-for-profit organisations.

SKILLS AND PERSONAL ATTRIBUTES

- Possess an understanding of grassroots football. Analytical and rational thinking.
- Positive attitude and highly self-motivated with ability to motivate others.
- Evidence of emotional intelligence and self-awareness.
- A strong commitment to promoting and embedding diversity and inclusion at all levels.
- Strategic leadership 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.
- An ability to understand financial accounts, management accounts and budgeting.

ENHANCED DBS CHECK REQUIRED?	NO
CHECK COMPANIES HOUSE DISQUALIFIED DIRECTORS REGISTER?	YES
CLEAN, FULL DRIVING LICENCE?	Yes - or the ability to travel around the region and/or nationally as required.
THE ROLE HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW THE VALUES BELOW ARE THOSE OF GLOUCESTERSHIRE FA.	
VALUES	BEHAVIOURS
OPEN	Open, transparent, and approachable to new ideas and feedback.
HONEST	To have open honest communications both internally with colleagues and externally with stakeholders.
INCLUSIVE	Promotes and embeds safety, inclusive practices, opportunities, and education for all.
FLEXIBLE	Embraces new concepts and ways of working, adapting to the needs of the business and its stakeholders.
PROFESSIONAL	Open To be knowledgeable, passionate and maintain integrity in business conduct.
ROLE PROFILE REVIEWED AND MODIFIED BY:	David Neale
DATE ROLE PROFILE REVIEWED AND MODIFIED:	29 th April 2024
ROLE PROFILE AUTHORISED BY:	
SIGNED BY ROLE HOLDER (ON APPOINTMENT):	
DATE SIGNED:	

One copy to be retained by the role holder, one signed copy to be stored confidentially by the Association.