



Independent Non-Executive Director HR & People Development Application Pack





Introduction

Thank you very much for your interest in applying for a role as an Independent Non-Executive Board Director at the Kent FA. I am passionate about grassroots football and the role that it plays in bringing together people and communities for the benefit of all.

We are a not-for-profit organisation and one of the largest county FAs in the country with more than 3,800 teams playing football each week in Kent. The Kent FA became a limited company in 2000 and employs 22 full-time members of staff who are based at our headquarters in Aylesford. The business of the association is managed by the Chief Executive Officer and the Board of Directors supported by the Kent FA Council which includes representatives of all sanctioned leagues (adult and youth), the Kent Schools' FA and the Kent FA Youth Council.

The Kent FA is in the final year of its Play-Protect-Promote strategy and excellent progress has been made against all strategic objectives. With a vision to unite, inspire and develop a better football experience for all alongside a mission to safeguard, govern and develop football across Kent, football across the county is in a healthy position.

A key strategic objective is to ensure our corporate governance structure is operating effectively and efficiently and we are seeking to recruit Independent non-executive directors to support us in achieving that objective.

Whether you're a lifelong football enthusiast, player, volunteer, coach or corporate professional looking to volunteer your expertise, we are committed to creating a board of diverse skills, experience and backgrounds that can add value to the game.

We are running an open application process to attract and recruit the best person for the role. In this pack, you will find details of the skills and experience we are looking for, our organisational values and the process for applying. If you have any questions, please contact darryl.haden@kentfa.com - our CEO.

Denise Richmond.

Denise Richmond
Kent FA Chair



Independent Non-Executive Director - Vacancies

The Kent Football Association (Kent FA) wants to help more people play football, to continue to support those that currently play and ensure that we provide trusted regulation across the game.

We are seeking an experienced individual with strategic thinking and leadership skills who can apply independent expertise to the Kent FA board to fill an Independent non-executive director vacancy in the following area:

HR & People Development

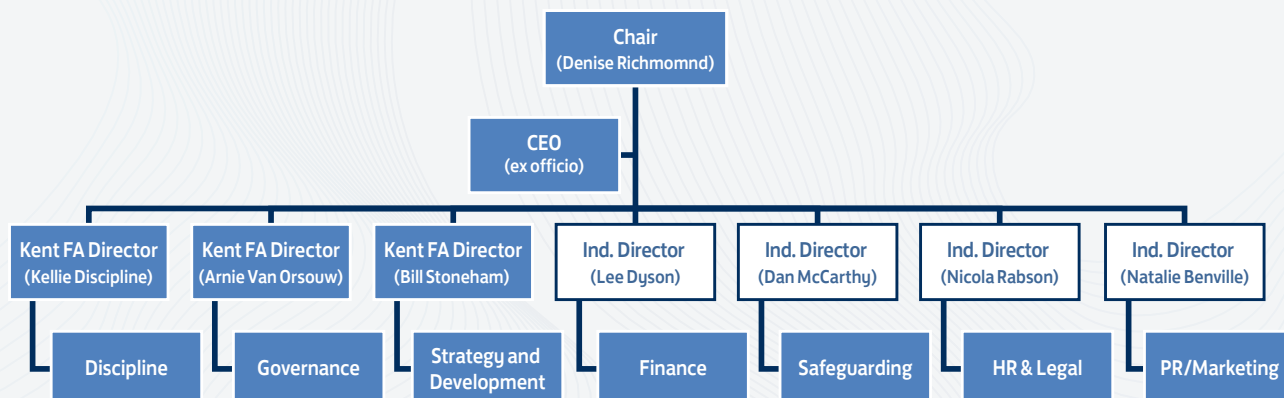
To support the Kent FA in its HR and people development practice.

This role is a voluntary position, although an honorarium and meeting expenses will be paid.



Our Board Structure

The Board operates with nine Directors - four Non-Executive Directors elected from the Kent FA Council, the CEO as an Ex-Officio Director and four Independent Non-Executive Directors to help and ensure the Kent FA is effectively and efficiently run, with appropriate oversight and governance.



The Kent FA Board is tasked with the following key roles:

Kent FA Board Role Overview	Act as leaders to Develop, Support and Govern football across Kent to “create a united grassroots football environment which delivers football opportunity for all”.
	Create, monitor and evaluate the Kent FA’s 2021-2024 Strategy .
	Ensure that the Financial and Human Resources are in place for the Kent FA to meet its objectives.
	Provide Effective Controls which enable risks to be understood, assessed and managed.
	Provide monitoring and evaluation of success through effective Performance Management .
	Ensure that the Kent FA’s obligations to its Members and others are understood and met.



Time Commitment

Board members are expected to commit on average between 7 and 10 hours per month. This time includes attending the bi-monthly board meetings as well as being asked to lead or attend standing committees and, or, advisory working groups.

Remuneration

The Director position is voluntary though honorariums are paid to Directors. For further information on this please speak to Darryl Haden, CEO, who will be able to provide more information.

What can we offer?

- An exciting opportunity to be part of a forward thinking, progressive business.
- To work with key stakeholders within grassroots football.
- A commitment to supportive personal development.

Board Member Accountabilities

All directors will hold collective responsibility for ensuring the Kent FA board is efficient and effective. The following accountabilities apply to all board members:

	All Board Members
Strategic	<ul style="list-style-type: none">• Serve as a director of the company 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.• Constructively check, challenge, review and support the development of the Kent FA's strategy and performance against objectives.
Ambassador	<ul style="list-style-type: none">• Be a positive ambassador for football in Kent, representing the Kent FA.• Act as a positive voice for the work of the Kent FA.• Seek to expand public awareness of the work of the Kent FA.
Performance	<ul style="list-style-type: none">• Monitor, review and evaluate organisational performance against agreed objectives.• Ensure efficient and effective corporate governance.• Contribute to constructive debate on all board matters.• Promote equality of opportunity throughout the association.• Perform other responsibilities as assigned by the board.
Finance & Risk	<ul style="list-style-type: none">• Oversee the management of risk to the association, including matters of health and safety.• Monitor the financial affairs of the association to ensure the effective use of financial and other resources.• Ensure systems of risk management and controls are in place.• Approve annual operating and capital expenditure budgets.
People	<ul style="list-style-type: none">• Ensure appropriate levels of resources to deliver the strategy.• Use expertise, time and connections to support staff.
Football	<ul style="list-style-type: none">• Act in the best interests of football in Kent.• Continually seek to improve the football experience for all.

Kent FA Values

Our values are at the heart of the Kent FA. Applicants who can demonstrate the positive behaviours, approaches and skills will be at an advantage.

Kent FA value	Behaviours
INNOVATIVE	Embraces new and creative thinking in pursuit of continuous improvement: <ul style="list-style-type: none">• Identifies new and different ways to overcome problems, thinking creatively to develop solutions.• Continuously seeks to improve efficiency and performance.• Seeks out and embraces new ways of thinking and working.
SUPPORTIVE	Fosters a supportive culture: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Serve as a director of the company and to actively participate in its strategic direction.• Openly collaborates with colleagues and partners in the game.• Provides equal opportunity to people of different backgrounds, experience and perspective.
REFLECTIVE	Ensures that the whole game is represented across the business: <ul style="list-style-type: none">• Remains focused on ensuring that all of Kent Football is represented by all stakeholders, proactively tackling roadblocks.
EXCELLENT	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none">• Always seeks to achieve the highest levels of performance.• Persistent to achieve a standard that others consider impossible.• Challenges others to go further and achieve more.



Independent Non-Executive Director: Role Description & Person Specification

HR & People Development Role Description and Person Specification

ROLE TITLE	Independent Non-Executive Director (HR & People Development)
REPORTS TO	Chair of the Board of Directors
RENUMERATION	This is a voluntary position; an honorarium will be paid alongside meeting expenses.

ROLE PURPOSE(S)

- To support the Kent FA senior leadership in its HR, people development practices.
- To ensure Kent FA fulfils its people commitments included in the Kent FA strategic plan.
- To support the development of a wellbeing strategy and a people plan.
- To support Kent FA 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 Kent FA strategic plan.

DIRECT REPORTS

N/A

TIME COMMITMENT

Bi-monthly board meetings, additional meetings and support to senior management team.
Approximately 8 hours per month.

DIRECTOR KEY ACCOUNTABILITIES

- Serve as a Director of the company and 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.
- Constructively check, challenge, review and support the development of the Kent FA's strategy and performance against objectives.
- Monitor, review and evaluate organisational performance against agreed objectives.
- Ensure efficient and effective corporate governance.
- Contribute to constructive debate on all board matters.
- Promote equality of opportunity throughout the association.
- Oversee the management of risk to the association, including matters of health and safety.
- Monitor the financial affairs of the association to ensure the effective use of financial and other resources.
- Review and approve annual operating and capital expenditure budgets
- Ensure appropriate levels of resources to deliver the strategy
- Use expertise, time and connections to support staff
- Be a positive ambassador for football in Kent, representing the Kent FA
- Act in the best interests of football in Kent and continually seek to improve the football experience for all.
- Perform other responsibilities as assigned by the board.

Human Resources

- Ensure that HR activities and interventions are linked to the company's objectives and complement the company culture.
- Maintain the highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition as well as staff learning and development.
- Assess risks and measure the impact of HR interventions in the light of changing legal requirements and best practice.
- Provide long-term strategic oversight of the organisation's people requirements in relation to the overarching goals.
- Guide Kent FA to become a healthy, inclusive, and positive organisation and a great place to work.

Essential Qualifications and Experience:

Essential

- HR related qualification, and/or extensive HR or people development sector experience.
- Strong working knowledge of current UK employment legislation.
- Experience of developing HR Strategy.
- Experience of leading equality, diversity and inclusion initiative.

Desirable

- Recognised management qualification e.g. CIPD, MBA.

- 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.
- An ability to understand financial accounts, management accounts and budgeting.
- Access to and ability to use, email and the internet.
- 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 in action.
- interest in grassroots sport and knowledge & understanding of not for profit organisations.

- An understanding of The FA's National Game Strategy and how the Kent FA business plan support its delivery.

Enhanced DBS Check required?

NO

Check required on Companies House disqualified directors' register?

YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below

Kent FA value	Behaviours
INNOVATIVE	Embraces new and creative thinking in pursuit of continuous improvement: <ul style="list-style-type: none"> Identifies new and different ways to overcome problems, thinking creatively to develop solutions. Continuously seeks to improve efficiency and performance.
SUPPORTIVE	Fosters a supportive culture: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.
REFLECTIVE	Ensures that the whole game is represented across the business: <ul style="list-style-type: none"> Remains focused on ensuring that all stakeholders are fully represented and all known obstacles to inclusion are challenged and tackled.
EXCELLENT	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none"> Always seeks to achieve the highest levels of performance. Persistent to achieve a standard that others consider impossible. Challenges others to go further and achieve more.

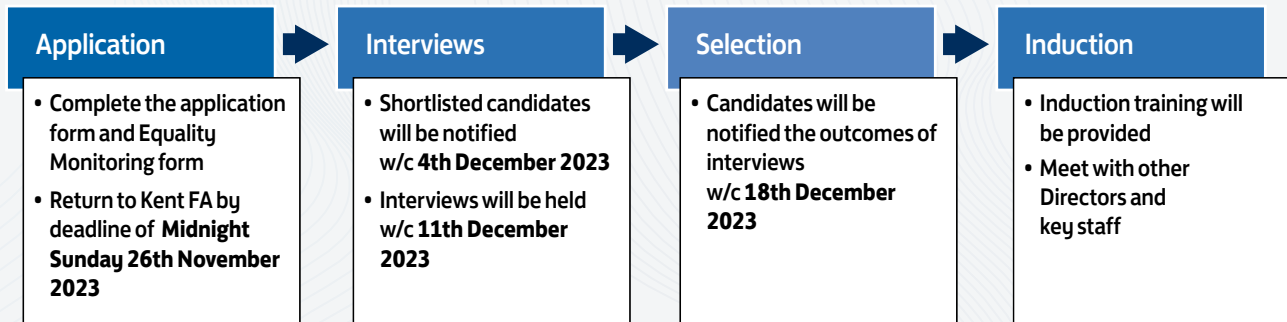
ROLE DESCRIPTION REVIEWED AND MODIFIED BY:	Denise Richmond
DATE ROLE DESCRIPTION REVIEWED AND MODIFIED:	4th October 2023
ROLE DESCRIPTION AUTHORISED BY:	Denise Richmond, Kent FA Chair.

SIGNED BY ROLE HOLDER (ON APPOINTMENT):	
DATE SIGNED:	

Application Process

All we need from you at this stage is two documents:

- A completed application form of key information.
- A Diversity monitoring form.
- The closing date for applications is **midnight on Sunday 26th November 2023**.



The Independent Non-Executive Director application form can be found [here](#).

Further questions

If you have questions regarding the roles or require further clarification please contact Darryl Haden, CEO via email at: darryl.haden@kentfa.com





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