



Kent FA

**Independent Non-Executive Director
(Safeguarding)**

Application Pack

Introduction.

Thank you very much for your interest in applying for the Safeguarding Independent Non-Executive Director role at the Kent FA. I am passionate about grassroots football and its role 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 4,000 teams playing football each week in Kent. The Kent FA became a limited company in 2000 and employs 23 staff members based at our headquarters in Aylesford. The association's business 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 recently launched its 2024-2028 Play. Protect. Promote strategy, which sets a clear and ambitious roadmap for football's development over the next four years. 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 operates effectively and efficiently. We seek to recruit an Independent Non-Executive Director who will be our Board Safeguarding Champion, supporting and advising the Board on all safeguarding matters.

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

Kent FA Chair

Independent Non-Executive Director

Through the 2024-2028 Play. Protect. Promote strategy: the Kent FA wants to help more people play, administer, officiate or volunteer in football across the County. Our new strategy provides a detailed roadmap on how we will support football across Kent over the next four years. A key aspect of our work is ensuring that we provide trusted regulation across the game and that our governance structure is fit for purpose. As such, 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:

Safeguarding - To ensure that the Kent FA acts per legislation, statutory guidance and The FA's safeguarding policies and procedures and any associated guidance including the achievement and retention of The FA Safeguarding 365 Operating Standard.

Commitment.

The successful candidate will be required to attend monthly Board meetings, attend quarterly Strategic Safeguarding Meetings and provide support to the Kent FA Safeguarding Team.

Remuneration.

The Independent Non-Executive position is voluntary. For further information, please contact Darryl Haden, CEO.

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 |
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| 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 per 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. |

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| | <ul style="list-style-type: none"> • 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 |
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| INNOVATIVE | <p>Embraces new and creative thinking in pursuit of continuous improvement:</p> <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 | <p>Fosters a supportive culture:</p> <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. |

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| INCLUSIVE | <p>Champions and ensures that football is, and will remain, a game for everyone:</p> <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 |
| REFLECTIVE | <p>Ensures that the whole game is represented across the business:</p> <ul style="list-style-type: none"> • Remains focused on ensuring that all of Kent Football is represented by all stakeholders, proactively tackling roadblocks. |
| EXCELLENT | <p>The very best outcome achieved by sustained excellence in performance:</p> <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. |

Safeguarding Description and Person Specification

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| Role title | Independent Non-Executive Director Safeguarding |
| Reports to | Chair of the board of directors |
| Remuneration | This is a voluntary position; an honorarium will be paid alongside meeting expenses. |

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| Role purpose(s) | |
| <ul style="list-style-type: none"> • To ensure Kent FA maintains its governance, operations 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 Safeguarding Operating Standard. • To be an active Board member championing safeguarding children and young people (under 18) in all Kent FA activities and adults at risk. • 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. | |
| Direct reports | N/A |

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| Time commitment | Monthly board meetings, additional meetings and support to senior management team. Approximately 8 hours per month. |
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| Director key accountabilities | |
| <ul style="list-style-type: none"> • To ensure the Kent FA always acts in keeping with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures and the Safeguarding Operating Standard • To ensure the Kent FA safeguarding responsibilities and accountabilities are embedded in the Kent FA strategy, business plan, budget, risk register and operational plan • To ensure the Kent 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 Operating Standard requirements • To check and challenge to ensure that the interests of children and young people are paramount in all Kent 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 the Kent FA or the board
- Serve as a director of the company and to 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.

Essential Qualifications and Experience:

| Essential | Desirable |
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| <ul style="list-style-type: none"> • Safeguarding-related qualification and/or extensive safeguarding sector experience at a senior level. | <ul style="list-style-type: none"> • Senior management experience |
| <ul style="list-style-type: none"> • A child-centred belief system and behaviours • Experience of demonstrable and effective governance – and overseeing a strategic approach • Experience of safeguarding or child protection • Experience of working in adult safeguarding • Knowledge and understanding of grassroots or other voluntary activity • Awareness and understanding of The FA's Safeguarding Policy and Procedures and the Safeguarding Operating Standard for CFAs | <ul style="list-style-type: none"> • An understanding of The FA's National Game Strategy and how the Kent FA business plan supports its delivery. |

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| <ul style="list-style-type: none"> • Ability to listen effectively • Ability to ask probing questions • Communication skills • Experience of problem-solving • Basic IT skills, including Word and email. • 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. | |
| Enhanced DBS Check required? | NO |
| Check required on Companies House disqualified directors' register? | YES |

| The role holder will be expected to understand and work in accordance with the values and behaviours described below | |
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| Kent FA value | Behaviours |
| INNOVATIVE | <p>Embraces new and creative thinking in pursuit of continuous improvement:</p> <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. |

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| 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. |

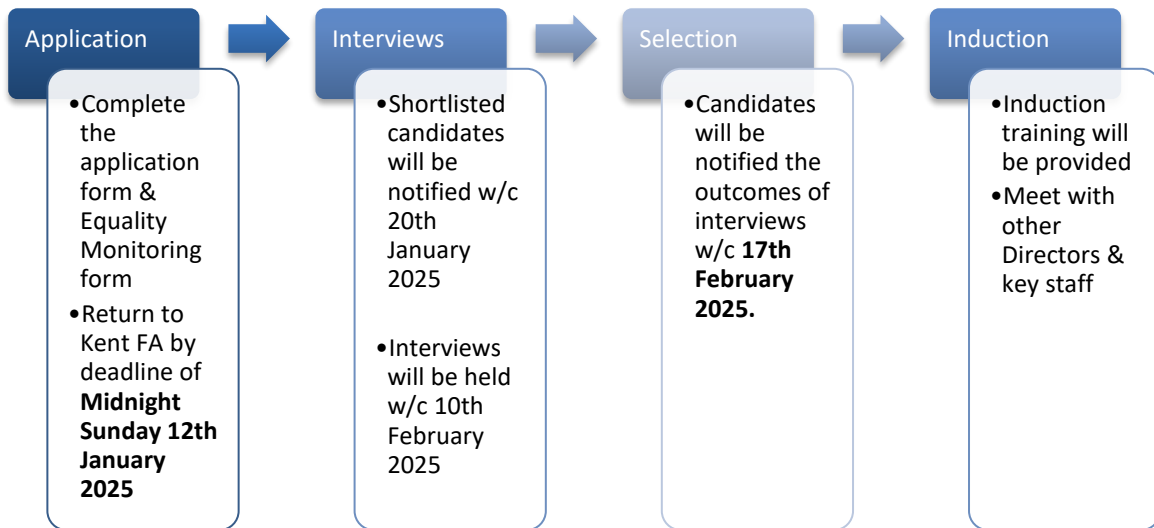
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| Role description reviewed and modified by: | Denise Richmond |
| Date role description reviewed and modified: | 26 th November 2024 |
| Role description authorised by: | Denise Richmond, Kent FA Chair. |

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| 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 12th January 2025.



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

Further questions

If you have questions about the roles or require further clarification, please email Darryl Haden, CEO, at Darryl.haden@kentfa.com.