



**ENGLAND
FOOTBALL**

LEICESTERSHIRE & RUTLAND COUNTY FA

**NON-EXECUTIVE DIRECTOR AND INCLUSION AND
ADVISORY GROUP CHAIR
APPLICATION PACK**



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THE ROLE

LRCFA is inviting applications to join the Board of Directors as a Non-Executive Director and Inclusion Advisory Group Chair. We are looking for individuals with skills and experience in achieving organisational change and in implementing equality, diversity & inclusion and who have a passion for developing grassroots football in Leicestershire & Rutland.

WHAT CAN WE OFFER?

- An exciting opportunity to be part of a forward-thinking progressive business.
- To work with key stakeholders within grassroots and the professional game.
- Access and commitment to personal development and training opportunities.

ABOUT LEICESTERSHIRE & RUTLAND COUNTY FA AND THE INCLUSION ADVISORY GROUP

LRCFA is the governing body for football in Leicestershire & Rutland. We are responsible for leading and serving the game at the amateur level, a sector widely referred to as 'Grassroots' football.

LRCFA is committed to making the game of football as safe and enjoyable as possible for all those involved. LRCFA works closely with The FA, the game's Governing Body, in order to ensure that health and safety standards are met.

LRCFA MISSION	<i>Working for the benefit of our members and the whole community by delivering the highest standards of service for football in Leicestershire and Rutland.</i>
LRCFA VISION	<i>To get as many people playing football in the best possible environment.</i>
LRCFA VALUES	<i>Progressive Respectful Inclusive Determined Excellence</i>

INCLUSION ADVISORY GROUP (IAG)

The IAG acts as the check and balance to Leicestershire & Rutland County FA's (LRCFA) work, trying to encourage and influence embedding inclusion across all we do. Currently the IAG has 11 members and the Chair with collective knowledge and experience of specific aspects of equality, diversity and inclusion such as race; gender equality (not the development of women's football); disability equality (not the development of disability football); age, mental health; lesbian, gay, bisexual and transgender and faith communities. The IAG is a strategic advisory group, it advises LRCFA executive about how it could do things differently in order to make football For All.

The Inclusion Advisory Group will meet every six weeks and is an Independent Group that provides advice to the main LRCFA Board. The IAG reports into LRCFA Board.

VOLUNTEERING AS A BOARD DIRECTOR

LRCFA is committed to robust corporate governance and is working towards compliance with The FA's Code of Governance for County FA's. The Non-Executive Director and Inclusion Advisory Group Chair is a volunteer role in which you will be expected to attend Board meetings (up to 12 per year), collaborate with Board Directors, Staff, LRCFA Council and other stakeholders in the strategic development of the organisation.

Meetings are usually held at the LRCFA Headquarters – Holmes Park, Dog & Gun Lane, Whetstone, Leicestershire LE8 6FA or via Microsoft Teams.

Appointment will be for a term of three years, after which applicants are eligible for reappointment for a maximum of two further terms, a total of 9 years.

The role reports to the Chair of the Board of Directors.



ROLE PROFILE

ROLE PURPOSE:

We are looking for a passionate and innovative individual to Chair the LRCFA Inclusion Advisory Group and be a Non-Executive Director. The individual will help shape the organisation's direction of travel to ensure children, young people and adults of all backgrounds and communities can access high quality opportunities. The Chair will lead the Inclusion Advisory Group to support our organisation in delivering our Equality Action Plan and support initiatives and projects across the organisation in helping to continue to achieve the Equality Standards for Sport.

Collectively, the Board of Directors of LRCFA are 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.

RESPONSIBILITIES:

- Chairing the Inclusion Advisory Group, meeting on at least 6 times per year.
- Challenge and support the organisation in terms of our commitment to Equality, Diversity and Inclusion.
- Supporting in delivering the equality objectives and ensuring they are embedded across the organisation.
- Promote a culture of respect for inclusion and champion inclusion and equality issues across football.
- Develop an Equality Action Plan for the organisation.
- Support with Equality Impact Assessments.
- To serve as a Director of the Company and to actively participate in its strategic management.
- To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- To safeguard the interests of the Membership and stakeholders of the Association.
- To establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- To ensure the effective implementation of Board decisions and the effective management and delivery of the Association's strategic aims and objectives.
- To set challenging objectives for continuously improved performance.
- To oversee the management of risk to the Association, including matters of Health and Safety.
- To develop and maintain an effective corporate governance structure.
- To contribute to constructive debate on all Board matters.
- To promote equality of opportunity throughout the Association.
- To fully participate in Board induction, training or development and performance monitoring.
- To perform other responsibilities as assigned by the Board.

PERSON SPECIFICATION

SKILLS

ESSENTIAL

- To be able to identify key issues and trends that may help to promote the game through equality, diversity and inclusion interventions and interventions
- Experience of working with diverse groups, organisations and individuals from the 9 protected characteristics
- To be able to identify key quality issues and to support the identification and delivery of solutions
- To be able to successfully network with key staff, contacts and stakeholders within the LRCFA and the area in which the LRCFA operates
- Experience of performance management and achieving organisational change, HR/ employment law issues and implementing them contextually
- 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.

DESIRABLE

KNOWLEDGE

ESSENTIAL

- To have knowledge of the key legislative requirements for the implementation of equality, diversity and inclusion and to be able to promote inclusion and diversity as part of the group
- A sound understanding of the Board/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.
- Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities.

DESIRABLE

- An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.

THE ROLE HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW

LRCFA VALUE	BEHAVIOURS
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement</p> <ul style="list-style-type: none"> Identifies the need for, and actions change in direction, practice, policy or procedure Questions the way things are done and takes informed risks Continuously seeks to improve efficiency and performance
RESPECTFUL	<p>Sets the standards for respectful behaviour across the game</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 Seizes the opportunity to apply LRCFA standards at all times
INCLUSIVE	<p>Champions end 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 Seeks out and embraces new ways of thinking and working
DETERMINED	<p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <ul style="list-style-type: none"> 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	<p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> Seeks to achieve the highest levels of performance at all times Can be persistent to achieve a standard that others consider impossible Challenges others to go further and achieve more

CHECK COMPANIES HOUSE DISQUALIFIED DIRECTORS REGISTER?

Yes

CLEAN FULL DRIVING LICENCE?

Yes

HOW TO APPLY

- Complete the **Online Application Form** no later than **Friday 10th December 2021**. Please note that no applications will be accepted after this time.
- Provide the **Equality and Diversity Monitoring Form** and return to Jobs@LeicestershireFA.com. Please note that completing this form is entirely voluntary.
- LRCFA is committed to promoting equality of opportunity for all. We would particularly welcome applications from women, people with Disabilities and Black, Asian and Minority Ethnic Communities as they are currently underrepresented within the organisation.

SELECTION PROCESS

- Applicants will be contacted on **Monday 13th December 2021**.
- Interviews will be held on **Wednesday 15th, Thursday 16th or Friday 17th December 2021**.
- If required, second interviews may be held in order to determine the most suitable candidate for the role.

If you have any queries regarding the role, please contact Kelly Ellis, LRCFA Chief Executive, Email: Kelly.Ellis@LeicestershireFA.com

