



LIVERPOOL FA RECRUITMENT PACK

Independent Non-Executive Health & Wellbeing Director

ABOUT LIVERPOOL FA

A word from our Chief Executive Officer, Tony Smith:

“Liverpool County FA is one of the most prestigious County FAs in the country, serving more than 55,000 players and 500 clubs and 3,500 teams.



At Liverpool County FA, we believe in the power of football to unite communities and create lasting memories. As the governing body for football in Merseyside for over 120 years, we are dedicated to making football accessible and enjoyable for all, regardless of age, ability, or background.

Our utmost priority is that every participant is given the opportunity to develop in a progressive and enjoyable football environment. By promoting ‘**Football for All**’ we encourage participation across all sections of society, regardless of age, ability, disability, gender, sexual orientation, race, religion or socio-economic status.”

ABOUT THE ROLE

An exciting opportunity for an experienced and self-motivated Independent Non-Executive Director has arisen within our Board of Directors.

We are seeking to recruit an inspiring, dynamic and motivated individual as our new **Independent Non-Executive Health & Wellbeing Director** to help drive our business forward.

As our Independent Non-Executive Health & Wellbeing Director, you will be a Champion of initiatives promoting health & wellbeing, benefiting Members, Staff, and the football family across Merseyside. Reporting directly to the Chair of the Board of Directors, you will be instrumental in shaping and supporting the Association's vision, strategy, and equality programmes, being an advocate for good health & wellbeing within the football community.

We have a passionate team of staff that work across six Local Authorities: **Liverpool, Knowsley, Sefton, St Helens, Warrington & Halton.**

This is an incredibly exciting opportunity and a fantastic time to join our team as we continue to transform our organisation and focus on creating football opportunities **FOR ALL**.

What can we offer you?

- This is a voluntary role, as such reasonable expenses will be remunerated in accordance with the Liverpool FA expenses policy.
- An exciting opportunity to join a passionate and forward-thinking governing body.
- A rare and unique opportunity to work with key stakeholders across the grassroots and professional game.

The role requires a commitment to attend Board meetings throughout the year. Meetings are normally bi-monthly and held on Tuesday at Liverpool FA and normally last in the region of 2 hours. The Health & Wellbeing Director is also required to attend meetings of the Wellbeing Working Group, General Meetings and other ad hoc events held within the County.

Providing Opportunities In Football For All

HOW TO APPLY

To apply for this incredible opportunity to contribute to the growth and success of football in Merseyside, **please send your CV and a compelling cover letter** detailing how you embody our values and why you are the perfect fit for this role to **info@liverpoolfa.com**.

We also require **a completed Equality and Diversity form**, which is included in the pack appendices. Please include **PRIVATE AND CONFIDENTIAL – Wellbeing Director** within the email title.

If you require any adjustments to the application process, or would like to discuss the role informally, please contact Adam Greaves-Smith, Business Manager via adam.greaves-smith@liverpoolfa.com.

Deadline for applications: Friday 6th October 2023.

Interviews are scheduled to take place on the following date(s):

Interview Dates: Week commencing 16th October 2023

(We reserve the right to amend the prospective interview process in advance of these dates).

Disclosure and Barring Service Check: *As this role does not involve direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate **will not be required** to undergo a thorough screening process.*

Liverpool FA is committed to achieving equality and fairness in employment and service delivery and we welcome applications from people of all backgrounds, ages, genders, sexual orientations, ethnicities, religions, and abilities.

JOB DESCRIPTION & PERSON SPECIFICATION

Role Title	Independent Non-Executive Health and Wellbeing Director
Reports to	Chair of the Board of Directors

Role Description	
The role of the Health and Wellbeing Director is a varied role, acting as an advocate for good health & wellbeing within the football community, as a Director on our Board.	
Role Purpose	
<ul style="list-style-type: none"> • Champion initiatives promoting health & wellbeing, benefiting Members, Staff, and the football family across Merseyside. • Establish new relationships with non-traditional partners in health & wellbeing fields. • Source additional funding from external agencies to deliver health & wellbeing programs county-wide. 	

Location	Liverpool FA and occasional travel to alternative venues to attend meetings.
Estimated time commitment to fulfil the role	<p>The role requires a commitment to attend Board meetings throughout the year. Meetings are normally bi-monthly and held on Tuesday at Liverpool FA and normally last in the region of 2 hours. Attendance can be in-person or virtually.</p> <p>The Health and Wellbeing Director is also required to attend meetings of the Wellbeing Working Group, General Meetings and other ad hoc events held within the County.</p>
Remuneration and Expenses	<p>This is a voluntary role which is not accompanied by any financial remuneration. Reasonable expenses will be paid in line with the current Expense Policy of Liverpool FA.</p> <p>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.</p>

Responsibilities

- Lead the creation of a health & wellbeing strategy for Liverpool FA.
- Oversee and develop innovative solutions to improve physical and mental health in Merseyside football.
- Engage effectively with stakeholders, including leagues, clubs, and Local Authorities, to support health & wellbeing initiatives.
- Identify, facilitate, and develop relationships with non-traditional delivery partners.
- Serve as a Director, actively participating in strategic management.
- Execute Director responsibilities as per Companies Act (2006) and relevant legislation.
- Safeguard business assets, members' and stakeholders' interests.
- Plan and deliver Liverpool FA Business Strategy and Operational Plan.
- Ensure effective implementation of Board decisions by the Chief Executive and staff, supporting strategic aims.
- Oversee risk management for the Association.
- Develop and maintain effective corporate governance.
- Monitor financial affairs and ensure efficient use of Liverpool FA finances.
- Promote equality of opportunity and a football for all ethos in a safe sporting environment.
- Represent the Association to partners and stakeholders professionally.
- Handle sensitive, confidential, or commercial information discreetly.

Person Specification

Qualifications and Experience

- Experience in leading health & wellbeing strategies, across multi-disciplinary workforces.
- Implementing workplace health & wellbeing improvement initiatives.
- Partnership working to improve health & wellbeing for under-represented groups.
- Customer service improvement experience.
- Generating, analyzing, and implementing customer insight.
- Strategic leadership and management skills.
- Decision-making skills and informed decision-making for organizational benefit.
- Constructive debating, discussing, and challenging.
- Excellent interpersonal skills, fostering strong relationships internally and externally.
- Ability to understand financial accounts, management accounts, and budgeting.
- Email and internet proficiency.

Skills and Personal Attributes

- Understanding of the volunteer/professional relationship and how it supports the Association's work
- Commitment to equality in action
- Knowledge, understanding, and interest in grassroots sport, particularly football
- Understanding of The FA National Game Strategy and its impact on County Football Associations.
- - Familiarity with the Time to Change campaign.

Enhanced DBS Check required?	No
Check Companies House Disqualified Directors' Register?	Yes
Clean full driving licence?	No

The successful applicant will be expected to work in accordance with the values and behaviours of Liverpool County FA at all time.

ENTHUSIASM

WE WILL HAVE A POSITIVE APPROACH AND DESIRE TO MEET THE NEEDS OF OUR FOOTBALL COMMUNITY

PROFESSIONALISM

WE WILL PROVIDE A HIGH-QUALITY SERVICE THAT SERVES OUR FOOTBALL COMMUNITY

FAIR

WE ARE COMMITTED TO PROMOTING EQUALITY BY TREATING PEOPLE FAIRLY AND WITH RESPECT

PASSIONATE

WE WILL UPHOLD THE ARDENT LOVE OF FOOTBALL WITHIN MERSEYSIDE AND ENSURE IT IS CELEBRATED

TEAMWORK

WE WILL WORK TOGETHER WITH ALL OF OUR FOOTBALL COMMUNITY TO PROVIDE FOOTBALL FOR ALL

COMMUNITY WE WILL PROVIDE A SENSE OF BELONGING AND TOGETHERNESS FOR ALL INVOLVED IN FOOTBALL IN MERSEYSIDE

