

INDEPENDENT CHAIR RECRUITMENT PACK



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If you need any additional information or have any questions about this role you can contact **COLIN BRIDGFORD** on **COLIN.BRIDGFORD@MANCHESTERFA.COM**



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WHO ARE MANCHESTER FA?

We are the home of grassroots football in Greater Manchester and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the home of grassroots football across Greater Manchester.

We are the guardian of the national game in Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our city which is steeped in football tradition and history across all levels of the game.

We are the governing body for association football and are based at the House of Sport at The Etihad Campus. We are responsible for the governance and development of football at all levels in the Greater Manchester area. We support and develop over 50,000 players within 3,500 teams that play in over 400 clubs within 28 sanctioned leagues. We also support thousands of volunteers, coaches and administrators and help develop and grow 650 Match Officials as they develop a career within the game.

**"FOR A BETTER
GRASSROOTS
GAME IN GREATER
MANCHESTER"**

AN INTRODUCTION FROM

OUR CEO, SENIOR SAFEGUARDING LEAD & COMPANY SECRETARY; COLIN BRIDGFORD

Dear Applicant,

Manchester FA is looking to recruit a new Independent Chair to effectively lead a talented Board of Directors and to drive the strategic direction of Manchester FA. The appointed person will be responsible for the leadership of the Board of Directors and accountable for overseeing the affairs of Manchester FA ensuring that the Board meets its obligations and responsibilities to the Association. The appointed Chair will hold the Board to account for their performance and the performance of the Association providing inclusive leadership to the Board of Directors ensuring that each Director fulfils their duties and responsibilities for the effective governance of the Association.

The overall purpose of the Board is to provide the strategic direction to the Executive Team to deliver and execute our strategic business plan, enhancing and growing the opportunities to develop the game across Greater Manchester.

The Chief Executive Officer will report to the Independent Chair. Our Independent Chair will ensure that our work grows and develops the grassroots game across Greater Manchester. The Independent Chair will coordinate an energetic Board and Executive Team, ensuring Manchester FA is at the forefront of serving its stakeholders to highest standard. We are therefore looking for an individual who has the credible knowledge, experience and understanding of such a role as Chair.

Manchester FA within its governance allows for a Chair/Director to serve for a total of three, three-year terms. The role is a voluntary role and will be appointed for an initial term of three years, July 2023 to June 2026. We are looking for a dynamic individual who has a passion for football and an excellent knowledge of the key football and non-football stakeholders across Greater Manchester.

Our Board of Directors are the ultimate decision-making body and accordingly exercise all the powers of the association. We have a unique blend of expertise that helps Manchester FA be a leading County FA for governance and for football participation. We are proud of our tradition but have always sought ways of enhancing our positive impact on the game locally.



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The successful applicant will join our current Board of Directors, which include:

Colin Bridgford – CEO, Senior Safeguarding Lead, Company Secretary and FA Council Representative.

John McLellan-Grant – Executive Director – Outgoing Chair.

Elliot Ward – Senior Non-Executive Director – Communications & Marketing

Chris Armstrong – Independent Non-Executive Director – Health & Wellbeing, Board Safety Champion.

Karen Bardsley – Independent Non-Executive Director – Women & Girls.

Will Blandamer – Independent Non-Executive Director – Safeguarding Board Champion.

Rebecca Britain – Executive Director – Professional Game

Dan Jones – Independent Non-Executive Director – Finance & Risk

Anika Leslie-Walker – Independent Non-Executive Director – Equality, Diversity and Inclusion

Geraldine Ryan – Independent Non-Executive Director – Legal and Compliance Lead

To be successful and join our Board of Directors you must be able to demonstrate our three core business values, which are; Passionate, Inspiring and Professional.

If you need any more information or have any questions about this role you can contact:

COLIN BRIDGFORD (CEO, Company Secretary, Senior Safeguarding Lead) on

COLIN.BRIDGFORD@MANCHESTERFA.COM or 07403 731 813

The organisation of Manchester FA and the clarity on the Application Process

ELLIOT WARD (Senior Non-Executive Director) at

ELLIOT.WARD@MANCHESTERFA.COM or 07720 342 121

The structure and organisation of the Board.



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The requirements and process of becoming a Chair and Board Director.

The roles on our Board are voluntary and are unpaid but we will pay reasonable expenses incurred. The association has a nominations committee led by the Senior Non-Executive Director (Elliot Ward). Elliot will lead on this recruitment of the new Chair assisted by the CEO and a panel of members including both Non-Executive Directors, Independent Members and a Member of The Football Association. Our Nominations and Appointments Committee will then make a recommendation of appointment to the Board of Directors.

Subject to Board Approval and all due diligence, safeguarding and character reference checks the Chair will commence officially in role as from 1st July 2023.

The role involves compliance with the Articles and Association of Manchester County FA, together with Legal Compliance of the Companies Act 2006.

Commitment:

We are seeking an Independent Chair that will lead on Strategy and review and manage the performance of the Board, ensuring the effectiveness and efficiency of operations at Board level is of the highest standard. We are looking for a person that will lead by example and add value through their knowledge and behaviours. The role will require flexibility to attend Board Meetings, these are scheduled to take place quarterly and are held on a Friday morning, usually commencing at 8.30am. The dates for 2023/24 season are proposed as follows:

Friday 14th July 2023

Friday 20th October 2023

Friday 19th January 2024

Friday 26th April 2024

However, the organisation accepts that flexibility is required for those Directors attending and although attendance in person is a strong advantage, we will not discriminate or discourage those that would have to (on occasions) attend via Teams, Zoom, WebEx or via a Conference Call.

There will also be a Board Teams call that will take place in the intervening months of those listed above. Those Teams calls will be of an hour's duration and take place in an evening and are in place to provide effective support to our Executive and provide accountability for any open action points.

As an 'Independent Non-Executive Director/Chair' it is crucial that you integrate regularly well with our team and executive providing the support to enable Manchester FA to continue to strive to provide effective governance and development of the game here in Greater Manchester.



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ROLE DESCRIPTION

INDEPENDENT CHAIR

What is the role?

- To be responsible for the leadership of the Board of Directors and accountable to the Membership of Manchester Football Association (subsequently referred to as 'the Association').
- To be responsible for overseeing the affairs of the Association and for ensuring that the Board meets its obligations and responsibilities to the Association.
- To hold the Board to account for the performance of the Association providing inclusive leadership to the Board of Directors, ensuring that each Director fulfils their duties and responsibilities for the effective governance of the Association.
- To act as an ambassador for the Association.
- The Chief Executive Officer reports to the Board of Directors through the Independent Chair who is directly responsible for their performance review and management.

Role Purpose

- To direct and monitor the business affairs of the Association by determining the vision, strategy, plans, policies, and financial investment required to achieve the overall long- term business objectives.
- To oversee the financial planning of the Association by analysing its performance and risks.
- To retain constant awareness of the Association's financial position and act to prevent problems.
- To be an active board member, providing strategic oversight and to constructively challenge and review the Manchester FA strategic plan.

Location

- Our offices are based at the Etihad Campus at the House of Sport located next to the Etihad Stadium, convenient for public transport. Meetings take place primarily at our office location but remote calls are in place throughout the season.

Estimated Time Commitment to fulfil the role

- The role requires a commitment to attend four Board meetings a year. Meetings are normally held on a Friday morning and normally last in the region of two hours. The chair is also required to attend Annual General Meetings and also up to two FA Conferences per season held at either Wembley Stadium or St Georges Park.

Remuneration or Expenses

- This is a voluntary role which is not accompanied by any financial remuneration. Manchester FA expenses will be paid.
- Travel and accommodation to FA events where The FA has agreed to reimburse County FA expenses will be paid in line with current County FA Expenses Policy issued by The FA.



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APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form found [HERE](#). In addition, your application should be accompanied by a covering letter and CV.

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact Paul.Roots@ManchesterFA.com who can arrange for any reasonable adjustment to be made for your application.

Panel will include: Members of the Manchester FA Nominations & Remuneration Working Group, including CEO and also Independent Panel Members and an FA representative

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged for week commencing 26th June 2023.

Shortlisting will be completed w/c 19th June 2023

Interviews will take place w/c 26th June 2023.

Manchester FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy [HERE](#).

Manchester FA are committed to addressing individuals from underrepresented groups within the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

Safeguarding is at the Heart of What we do!

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. Ensuring that all our officers and volunteers involved in Manchester FA and to be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or The FA. A Disclosure and Barring Service (DBS) Check will be completed with employment and character references requested before employment is offered.

KEY DATES

APPLICATION CLOSING DATE: FRIDAY 16 JUNE 2023

INDIVIDUAL ROLE PROFILE

INDEPENDENT CHAIR

Manchester FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

Role Title	Independent Chair
Reports To	N/A
Direct Reports	N/A

Role Purpose	<ul style="list-style-type: none">- To direct and monitor the business affairs of the Association by determining the vision, strategy, plans, policies, and financial investment required to achieve the overall long-term business objectives.- To oversee the financial planning of the Association by analysing its performance and risks.- To retain constant awareness of the Association's financial position and act to prevent problems.- To be an active board member, providing strategic oversight and to constructively challenge and review the Manchester FA strategic plan.
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RESPONSIBILITIES

What will you do?

- Serve as a Director of the Association and lead the Board in setting strategic objectives for the Association, overseeing their implementation.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- Ensure that the Board maintains and demonstrates a clear division between the Board's management and oversight role and the executive's operational role.
- Lead the Board in the approval of the long-term financial plan and annual budget.
- Set the agenda for each Board meeting in consultation with the CEO.
- Chair Board meetings effectively, ensuring that Directors receive accurate, timely and clear information and that adequate time is available for discussion and time is used productively.
- Lead the Board in demonstrating transparency and accountability, engaging effectively with stakeholders and nurturing internal democracy.
- Set an example in the values and behaviours adopted, acting at all times in line with the Code of Conduct agreed by the Board.
- Monitor the delivery of the strategic plan and objectives of the Association.



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- Undertake and maintain evaluation records of the Board's skills and performance and of individual Directors, and that of its committees in line with the Code of Governance.
- Use evaluation findings to develop the skills and effectiveness of the Board.
- Review, with the CEO, any issues of concern to the Board including the wellbeing of staff and the wider workforce of the Association.
- Manage the performance of the CEO, providing opportunities for coaching and development as required.
- Lead the Board in identifying proportionate and appropriate actions to be taken to support and/or maintain diversity targets set and agreed for the Board.
- Act as an ambassador and represent the Association at internal and external meetings and functions.
- Appoint Chairs to the various committees in consultation with members of the Board.
- Serve as an ex officio member of all committees.
- Perform other responsibilities as assigned by the Board.



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PERSON SPECIFICATION

Essential (Required to fulfil the role)

Proven experience as an Independent Chair or similar role.
In-depth knowledge of corporate governance, finance and accounting principles, laws and best practices. Solid and strong commitment to Equality Diversity and Inclusion.
Possess or show willingness to have 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

QUALIFICATIONS

No specific qualifications are essential to perform this role of Chair.
However, where the Chair performs a specific function on the Board in addition to Chair, qualifications may be required.

SKILLS

Excellent meeting chairing skills including the ability to generate a productive group discussion ensuring that all voices and points of view are heard and given due consideration.
Strategic leadership and management skills.
The ability to facilitate a positive Board culture, and in particular the relationship between the Board and the executive workforce.
Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation.
Excellent interpersonal skills including rapport-building, active-listening and incisive questioning.
Recruitment and selection skills.
The ability to form productive relationships both internally and externally and strategic partnerships for the benefit of the Association.

KNOWLEDGE

Knowledge and understanding of the responsibilities of a Board Director.
Knowledge and understanding of the Companies Act (2006).
Thorough knowledge and understanding of the Safeguarding Requirements for the Association.
Thorough knowledge of the Articles of Association and their application.
Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance.
Knowledge of the County FA Governance Code.
Understanding of how to apply Principles of inclusive practice.
Knowledge and understand of financial accounts, management accounts and budgeting.
An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.
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 commitment to equality, diversity and inclusion.
Effective use of digital communication including email and the internet.

Desirable (Beneficial, but can be learned in role)

SKILLS

Performance management and conducting appraisals (in relation to the management of CEO).
Business coaching and mentoring.
Working with Board skills audits.

KNOWLEDGE & EXPERIENCE

Knowledge of other key areas of legislation including Health and Safety, Employment, GDPR, Bribery and anti-corruption, whistleblowing and Taxation.
Risk management.
Customer experience and engagement.
Succession planning.

Values

PASSIONATE
INSPIRING
PROFESSIONAL

APPLICATION FORM

INDEPENDENT CHAIR

Please return this completed application form and completed equality monitoring form [HERE](#) to COLIN.BRIDGFORD@MANCHESTERFA.COM before 16 JUNE 2023. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FAO Colin Bridgford. Chief Executive Officer & Senior Safeguarding Lead. House of Sport Manchester, Gate 13 Rowsley Street, Etihad Campus, M11 3FF

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Manchester FA is an Equal Opportunities Employer.

Title	<input type="text"/>
First Name(s)	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
FA Number (if known)	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Do you hold a full current UK driving licence?

YES NO

Do you have access to your own personal transport?

YES NO

Do you currently have an in-date FA DBS check?

YES NO

Completion of a FA DBS check will be required before starting the role.

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? (You do not need to declare anything that is deemed 'spent')

YES NO



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EDUCATION & TRAINING

Please provide details of your education, qualifications, and training that you have completed or are currently undertaking.

Dates	Place of Learning	Course or Qualification	Grade

EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities / Achievements

INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member.

Membership Body	Membership Type



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HOW I MEET THE REQUIREMENTS

INDEPENDENT CHAIR

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Paul.Roots@ManchesterFA.com who can arrange for reasonable adjustments to be made for your application.

Please explain why you think you are well suited to meet the purpose of this Independent Chair role?

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)

Please overview your experience and knowledge of the role of being a Board Director and or Chair of any other organisation?



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Please provide what you believe the key opportunities and challenges are for Manchester FA.

How do I meet the values of Manchester FA?

Manchester FA's culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA's three core values?



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ADDITIONAL INFORMATION

Manchester FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Manchester FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to You		

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

SIGNATURE

DATE

The final date for consideration of applications is 16 June 2023
Either email: Colin.Bridgford@ManchesterFA.com

Or post and address as follows:
Strictly Private & Confidential
Colin Bridgford - CEO & Senior Safeguarding Lead
House of Sport Manchester
Gate 13 Rowsley Street
Etihad Campus
Manchester
M11 3FF



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