



MIDDLESEX FA
CUP WINNERS

RECRUITMENT PACK

NON-EXECUTIVE DIRECTOR





Who we are

Our role is to develop and support the grassroots game in the geographical County of Middlesex. We are a charitable organisation providing everyone with the opportunity to participate in the game in Middlesex. Our Boroughs are the most densely populated and diverse in the country and we are committed to connecting and collaborating with everyone who would like to be involved.

Our primary focus when anyone chooses to participate in the game is to make sure safeguards are in place to ensure they have fun in a safe environment, creating pathways for them to stay in the nation's favourite game for as long as they wish. At Middlesex FA our staff and volunteers work tirelessly to share their passion for football. At our facility, Rectory Park, we are proud to have expanded our reach, working with our partners to deliver on and off the pitch.

Our Mission

Rebuild, modernise and grow the game for all.

Our Values

We are Committed – We are committed to doing the right thing. Governing the game in a way that's fair to all and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity

We are Creative – Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past.

We are Collaborative – We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal.

We are Connected - We are connected to the community we serve implementing a customer focused approach that puts the participant at the heart of what we do.

Our Purpose

To achieve our mission we have four simple values that staff, Council and Committee members here at the Association live and breathe – to be committed, to be creative, to be collaborative and to be connected. With these values, we'll continue to move football forwards, creating an environment where regardless of age, ability, faith, gender, sexuality or background, people in Middlesex are able to enjoy the beautiful game.

Middlesex FA Strategic Plan 2021 - 24 Strategy Summary

Provide a safe, fun and compliant environment for all

- i. Ensuring Middlesex Football meets The FA's Safeguarding Operating Standard (SOS).
- ii. Work in collaboration with volunteers, and key safeguarding partners to ensure the welfare of adults at risk and youth players.
- iii. Create a safe, enjoyable and inclusive environment for youth players and adults at risk to enjoy the game.
- iv. Provide clubs, leagues and volunteers with the resources to implement an environment for all.

For the good of our community

- i. We are committed to delivering excellent customer service across all of our work areas.
- ii. We will connect with the community through Rectory Park, providing a facility to be proud of.
- iii. We want to collaborate with all of our stakeholders to improve and grow the game.
- iv. Creative and engaging marketing to showcase the game.

To be relevant, fit for purpose and to make equality a reality

- i. Develop a dynamic Corporate Governance Structure for success.
- ii. Committed to supporting all stakeholders and volunteers across the game.
- iii. Create and develop a diverse and high-performing workforce.
- iv. Committed to embedding Equality across the organisation.
- v. Collaborate with the wider community to feel a sense of belonging to Middlesex Football.

Provide a customer-centred approach to administration and deliver a high-quality service for all

- i. Assist all stakeholders with The FA's transition to a digital first organisation.
- ii. Ensure a fair process that upholds the integrity of the game.
- iii. Support a positive matchday experience with proficient administration.
- iv. Offer high-quality administrative support across the game.

Provide inclusive and accessible opportunities for all

- i. Provide clear playing opportunities across the affiliated and recreational game to meet the needs of the Middlesex community.
- ii. Provide a flexible programme that supports the needs of all coaches within the county.
- iii. Provide relevant support and development opportunities for referees at each stage of their officiating journey.
- iv. Enhanced access to good-quality football facilities across all Middlesex Boroughs.

By 2024 we will have

- i. Ensured that **Safeguarding and Equality** are fully embedded across the organisation
- ii. Developed a **Corporate Governance structure** that will meet the needs of the current and future game
- iii. Female provision in **75%** of our youth clubs
- iv. Achieved the **Intermediate Equality Standard** award
- v. Created a **Coach Development programme** that supports all coaches at all levels in Middlesex
- vi. Increased our registered referees by **25%** and create a **positive** match day environment for all

For further information on Middlesex FA please visit our website and please review our Annual Report and our three year strategy 'Leading from the front'

Season Review link <https://www.middlesexfa.com/news/2021/aug/06/2020-21-season-review>

Strategy link <https://www.middlesexfa.com/news/2021/sep/30/middlesex-fa-launch-strategy>

Role Description

Middlesex FA is looking to appoint one Non-Executive Director who will act as the Board Safeguarding Champion. We are looking for an individual with skills and experience in safeguarding with adults, children, or both, who has a desire to support grassroots football and a safe environment across Middlesex.

We are looking for an ambassador for the organisation and act as custodians of the highest standards of integrity and governance. With the development of a new strategy and recent Board review, the Board is constituted of up to 12 members. The Board is led currently by a Chair, supported by a Vice-Chair, Finance Director, CEO, Inclusion Advisory Board member, four Council appointed Directors with three Independent Directors.



Role: Non-Executive Director

Reports to: Chair of Middlesex FA Board of Directors

Term: up to three years

Time Commitment: Board meetings occur every Month. Other commitments may come up on an ad hoc basis.

Voluntary: (Business expenses included)

Responsibilities

- 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's Safeguarding 365 Standard for County FAs.
- To be an active Board member championing a culture that has the best interests of children and young people (under the age of 18) and adults at risk in mind in all decisions that are made.
- To recognise and champion that all children, young people and adults at risk 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.
- To ensure the County FA safeguarding responsibilities and accountabilities are embedded in the County FA Strategy, Business Plan, Budget, Risk Register and Operational Plan.
- To ensure the County FA enables and provides relevant safeguarding training for the Board, staff, volunteers and committee and council members.
- To ensure that Young People have a voice in the game, their comments are considered by the Board and are kept aware of outcomes (you said, we did)
- 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 365 Standard for County FAs' requirements.
- To check and challenge to ensure that the interests of children, young people and adults at risk are paramount in all County 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 County FA or the Board.
- To serve as a Director of the Association and to actively participate in its strategic management.
- To safeguard the assets of the business along with the interests of the Membership and stakeholders of the Association.
- Ongoing involvement in the planning and delivery of the Middlesex FA County Strategy.
- To ensure the effective implementation of Board decisions by the Chief Executive and the staff, providing a supportive role in helping achieve the strategic aims and objectives of the Association.
- To jointly oversee the management of risk to the Association.
- To develop and maintain an effective corporate governance structure.
- To monitor the financial affairs of the Association and ensure the effective use of Middlesex FA finances.

Person Specification

Skills and Personal Attributes

- Experience of working in an adult or child safeguarding and/or protection.
- Awareness and understanding of The FA's Safeguarding Policy and Procedures and The FA's Safeguarding 365 Standard for County FAs.
- Ability to contribute to the strategic thinking and direction of the Association.
- Possess or show willingness to have an understanding of grassroots football.
- Financial and budgetary awareness.
- Analytical and rationale 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.

- To promote equality of opportunity and a football for all ethos in a safe sporting environment.
- To represent the Association to partners and stakeholders of the Association in a professional manner.
- To act with discretion in respect of sensitive, confidential, or commercial information provided to you in this role.

How to Apply

Applications should consist of a full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specifications.

Applications should be uploaded via People HR. The closing date is Sunday 5th March 2023.

<https://middlesexfa.peoplehr.net/Pages/JobBoard/Opening.aspx?v=08abc80e-b414-4ef3-98a4-e384cee522b3>

The Middlesex Football Association is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion and belief.



