



# Appointment of Independent Non-Executive Director

July 2023





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# INTRODUCTION FROM THE CEO



**As we edge closer to a new four-year strategic cycle, we can look forward to an exciting and prosperous future for our County FA. The past two years have seen the Association make some excellent progress and as we enter the final year of our current strategy, our key performance indicators have been all but met across the board.**

We have gained a reputation for being the 'model' CFA in relation to safeguarding having successfully met all NSPCC assessment measures for a second consecutive year. We have carefully and successfully managed a budget that allows us to keep costs to all participants at a minimum and the staff team are now more or less back to full strength following the impact of the pandemic. We are delighted with the progress being made by both long-term and more recently appointed employees in delivering on both FA and local football objectives.

General feedback from our stakeholders also indicates that good progress is being made by the NFA across the County. A renewed transparency and consistency have enabled Leagues and Clubs to gain confidence in the organisation with a greater number of volunteers clearly able to identify the contributions of the Association to the wider football community.

We will be aiming to build upon this improved perception by bringing the NFA Board, Council and Staff together in support of those that make the game happen in Northamptonshire. Our aim is quite simply to provide a framework of equal opportunity allowing everyone to enjoy our beautiful game in a fun, safe and welcoming environment.

To that end we are looking to strengthen our governance model in line with the FA's mandatory new code, adding experience, commitment and enthusiasm to a strong, focused current Board of Directors.

We look forward to hearing from you...

**Christian Smith**  
**Chief Executive Officer, Company Secretary and Senior Safeguarding Lead**



# NORTHANTS FOOTBALL

## ABOUT NORTHANTS FA

**Northants FA is the local governing body for football covering Northamptonshire. Our role is simple; To Protect, Promote & Progress an individual's journey in football by inspiring a lifelong relationship with the Game. Football has the power to Change Lives and connect people, and this is why we do what we do.**

Since 1895, Northants FA have been governing the game locally, working with our member clubs and leagues to ensure that the game is played with integrity and passion. Over the years, the role that Northants FA plays in football has changed significantly and it now looks after over **27,000** players across **1,600** teams, engaging with thousands of coaches, referees, supporters, club and league officials and parents.

The County FA is responsible for everyone's journey in football and our role is to keep opening opportunities and breaking down barriers for more and more people to enjoy this beautiful game.

Our staff team provide expert advice and support to our members across a variety of development, safeguarding and governance fields.

Our Board of Directors, composed of dedicated and skilled individuals with a passion for making a difference, provide support and advice to the executive team with expertise in:

- Safeguarding
- Finance
- Grassroots Football Inclusion
- Human Resource

We hope to complement this strong group further with additional, wider expertise.

Our ambition for improving the game and people's lives drives our strategy and the work we do.



## OUR STRATEGY

**In July 2021 we updated our strategic goals with a new 3-year strategic plan. As we now begin to look beyond 2024 and into a new FA development cycle, we can reflect on a successful two years...**

With each passing season comes renewed optimism after some very dark days for our communities and our sport. Significant changes have been made within the business during recent years to enable us to look ahead with confidence. From a versatile, highly qualified and diverse Board of Directors to a streamlined but focused team of staff, we continue to embrace the principles of safeguarding, good governance, equality, inclusion and financial stability to ensure the next chapter in the Association's illustrious history is protected and enhanced in the years ahead.

**NFA Vision – We want every stakeholder in the County game to “Feel Good About Football”**

**NFA Values – We Care, we are Visible, we are Inclusive, we are Fair & Transparent, and we “Make a Positive Difference”**

**NFA Mission – We will connect with our community to Protect, Promote and Progress the game**



## STRATEGIC GOALS

Our strategic goals can be summarised into 3 areas - **protect**, **promote** and **progress**

By June 2024 Northamptonshire FA will:

- Be fully compliant with FA Safeguarding Standards
- Be fully compliant with FA Code of Governance
- Be financially secure, adopting all FA Finance Standards
- Have attained as a minimum, the Equality Standard for Sport Preliminary Level
- Have a diverse and inclusive offer for any players new to the game
- Have the health and welfare of its staff, volunteers and stakeholders at the very heart of its work
- Provide a 'game for life' for everyone who plays football in the county
- Ensure all players, coaches and referees have the opportunity to fulfil their individual potential
- Be visible to the wider community, with our work and ambitions clearly understood by all stakeholders
- Attain and exceed all FA Key Performance Indicators
- Put fun back into the game for all stakeholders across the County following many years of discontent and mis-trust



# THE OPPORTUNITY & ROLE PURPOSE

## THE OPPORTUNITY

Northants FA are inviting applications to join the Board of Directors.

Following a recent review of our Articles of Association, we are now seeking an Independent Non-Executive Director to join our Board and help us drive forward our vision and ambitions. We are looking for individuals who have a passion for making a difference to people's lives through football.

## ROLE PURPOSE

Collectively, the Board of Directors of Northants FA Ltd are required to direct the business affairs of the Association and to determine the vision, strategy, plans, policies and financial investment required to achieve the Association's ambitions.

As such, individually and collectively, this individual will also be contributing to the overall company strategy and policy making by advising the board on how to maximise opportunities for the good of football and the Association

## LOCATION

The role is remote with some attendance in-person at the County Office in Northampton (NN3 6WL) for board meetings as required.

## ESTIMATED TIME COMMITMENT

The role requires attendance at monthly board meetings and working groups as required. It is anticipated that the role will need a commitment of approximately 1 - 2 days a month.

## REMUNERATION AND EXPENSES

**PLEASE NOTE THIS IS A VOLUNTARY POSITION WITH NO SALARY ATTACHED**

Reasonable expenses will be paid for County FA related business, in line with our expenses policy. Travel and accommodation to FA events where the FA has agreed to reimburse the County FA will be paid in line with the expenses policy.



# THE ROLE

## RESPONSIBILITIES

- Serve as a Director of Northamptonshire Football Association and to actively 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.
- Ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the Association's strategic aims and objectives.
- Set challenging objectives for continuously improved performance.
- Oversee the management of risk to the Association, including matters of Health and Safety.
- Develop and maintain an effective corporate governance structure.
- Monitor the financial affairs of the Association through reports provided by the Finance Director and to ensure the effective use of financial and other resources.
- Contribute to constructive debate on all Board matters.
- Promote equality of opportunity throughout the Association.
- Fully participate in Board induction, training or development and performance monitoring.
- Perform other responsibilities as assigned by the Board.





## WHAT WE'RE LOOKING FOR

### QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Previous Board or Committee experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional qualification demonstrating a high level of education</li> </ul>

### SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Strategic leadership and management skills. The ability to develop and monitor organisational strategy.</li> <li>• Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation.</li> <li>• The ability to debate, discuss and challenge in a constructive manner.</li> <li>• Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the association.</li> <li>• Access to and ability to use, email and the internet.</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to understand financial accounts, management accounts and budgeting.</li> </ul>

### KNOWLEDGE & EXPERIENCE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the association.</li> <li>• An understanding of and a commitment to equality in action.</li> <li>• Interest in grassroots sport and knowledge &amp; understanding of not-for-profit organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of The FA Grassroots Football Strategy and how this affects the work of the County Football Associations.</li> </ul>

### ENHANCED DBS REQUIRED

YES

### CHECK REQUIRED ON COMPANIES HOUSE DISQUALIFIED DIRECTORS' REGISTER

YES

### CLEAN, FULL DRIVING LICENCE

PREFERABLE



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

NFA VALUES	BEHAVIOURS
WE CARE	Demonstrates empathy for the football community: <ul style="list-style-type: none"> <li>• Protecting the interests of all participants</li> <li>• Promote positive behaviours</li> <li>• Progress every aspect of the game to the benefit of all</li> </ul>
WE ARE VISIBLE	Champions all that is good about football: <ul style="list-style-type: none"> <li>• Demonstrates the values of the Association</li> <li>• Avoids pre-judgement when listening to suggestions from others</li> <li>• Seizes the opportunity to apply FA standards at all times</li> </ul>
WE ARE INCLUSIVE	Ensures that football is, and will remain, a game for everyone: <ul style="list-style-type: none"> <li>• Openly collaborates with colleagues and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Seeks out and embraces new ways of thinking and working.</li> </ul>
WE ARE FAIR AND TRANSPARENT	Serving the whole game and doing the right thing: <ul style="list-style-type: none"> <li>• Avoids bias and subjectivity</li> <li>• Retains the values of sportsmanship and follows rules and standards</li> <li>• Provides good judgement and reasoning for all decisions</li> </ul>
WE MAKE A POSITIVE DIFFERENCE	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none"> <li>• Seeks to achieve the highest levels of performance at all times</li> <li>• Persistent to achieve a standard that others consider impossible</li> <li>• Challenges others to go further and achieve more</li> </ul>



## HOW TO APPLY

**Northamptonshire FA are conducting an executive search exercise alongside the public advertisement for this role. Applications should consist of a full curriculum vitae detailing career and achievements, as well as a covering letter addressing the applicant's suitability for the role description and person specifications. In addition applicants will complete the Equality and Diversity Monitoring form.**

**Complete the Equality and Diversity Monitoring Form found [here](#)  
[Click here](#) to see the Northants FA Safer Recruitment Policy**

Applications should be emailed in confidence to [Christian.smith@northamptonshirefa.com](mailto:Christian.smith@northamptonshirefa.com)

For an informal discussion about the opportunity, please contact our CEO, Christian Smith on 07789 514582

The closing date is 09.00 a.m. GMT on Friday 28th July 2023.

We are an equal opportunity employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion and belief.

Protecting your personal data is of the utmost importance to Northants FA and we take this responsibility very seriously. Any information obtained by us or our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with are securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.



# NORTHANTS FOOTBALL

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