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**SOMERSET FOOTBALL ASSOCIATION**

**NON-EXECUTIVE DIRECTORS**

**APPLICATION PACK**

***Football for Everyone, Everyone for Football***

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**Introduction to Somerset Football Association**

Somerset FA is the not-for-profit body responsible for the development and governance of grassroots football in Somerset since 1885. We work with the FA to deliver the national game strategy in our county, ensuring that the beautiful game is accessible and enjoyable for all.

Somerset Football Association is responsible for interpreting and applying the 'Rules and Regulations' of its parent body 'The Football Association' to its Divisions, Leagues and Clubs. It will lead and ensure that the successful development of football covering increased participation, quality and enjoyment will be harnessed to The FA's National Game Strategy.

We will continue to strive to develop, particularly at 'Grass Roots Level', participation in the National Game for all individuals regardless of ability, gender, age, sexual orientation and ethnic background.

We will promote the 'National Game Strategy' using key enablers to ensure all goals are met.

We will work closely in partnership with the footballing community in Somerset to give added value to the National Game.

We will endeavour where there is need to provide information and deliver events deemed beneficial to the National Game.

We will actively encourage all leagues, clubs, and match officials under our jurisdiction to participate for the further benefit of FA led initiatives.

As we work towards compliance with the FA Code of Governance for CFAs, we adopted new articles from 2024 and a newly reformed Board as a result. We welcome applications from all areas of the game within our County.

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**Phil Chaplin**

Chair

## Annual

## Report

## Strategy

## 2024-[2028](https://www.thefa.com/-/media/cfa/somersetfa/files/about/uniting-somerset-football.ashx)

**OUR Mission, Values, and Vision**

**Our Mission**

* To provide opportunities for everyone to fall in love with the game
* Equality For All
* Strive for Achievement

Somerset FA are the governing body for football in the county of Somerset; our mission is to grow and develop participation across all areas of the game in line with our vision. The Somerset FA Board are volunteers who help set the Association’s direction and work with full time staff members to achieve our goals.

**Our Values**

*** CREATIVE:*** New tactics to support and safeguard all in grassroots football

*** INCLUSIVE:*** Opportunities for everyone, uniting the football family

*** DEDICATED:*** Delivering the best footballing experience for team Somerset

**Our Vision**

"Football for Everyone, Everyone for Football"

**THE ROLE**

We are seeking to a Non – Executive Director role to join our board. We are keen to appoint in areas to strengthen our board and are looking for business acumen with relation to finance.

This is an exciting time for football as we continue to work with The FA to deliver the National
Game Strategy in Somerset, ensuring that the beautiful game is accessible and enjoyable for all.

Collectively, the Board of Directors of Somerset FA are required to direct the business affairs of the Association, determining the vision and strategy as well as the plans, policies and financial investment required to achieve the business objectives. As such, individually and collectively, the Directors are accountable to the membership.

The Somerset FA is an equal opportunities organisation, and we are actively working towards a more diverse staff and volunteer team. Our aim is to remove discrimination and to create a sport for all. We welcome applications for our board, particularly those from under-represented demographics and/or those who can contribute to our vision of Football for all.

**Role Description**

The Non-Executive Finance Director will act as an ambassador for Somerset FA and act as custodian of the highest standards of integrity and governance. In particular the Director will bring recent and relevant experience in their areas of expertise. They will work closely with the wider Board and the CEO, ensuring that they are informed through relevant and timely information.

|  |  |
| --- | --- |
| Role | Non-Executive Director - FINANCE |
| Reports to | Chair of Somerset FA Board of Directors |
| Location | Charles Lewin House, Unit 5 & 10 Landmark House, Wirrall Business Park, Glastonbury, Somerset, BA6 9FR |
| Term | Initially a one year term to complete a term of a director retiring, after which applicants are eligible for reappointment for subsequent three year terms for a maximum of nine years. |
| Time Commitment  | Board meetings occur every 4 to 6 weeks, in person attendance preferred. Other commitments may come up on an ad hoc basis. |
| Voluntary  | (Business expenses included) |
| Role Purpose | The NED (Finance) will:* Be responsible for ensuring the Somerset Football Association has robust financial controls and secure systems of risk management, and therefore will require relevant financial experience and competency in accounting and/or auditing
* Work closely with the existing Board, ensuring they are informed through relevant and timely information, allowing more robust decision-making.
* Be required to form a strong relationship with the CEO and Financial Administrator, providing support and acting as a sounding board on all financial matters.
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| Role Specific | * 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.
* Oversee the financial planning of the Association by analysing its performance and risks, overseeing the management of risk to the Association.
* To chair the Audit Committee (minimum of two meetings per year).
* Retain constant awareness of the Association’s financial position and act to prevent problems.
* To supervise and produce the annual budget in collaboration with the CEO and Finance Administrator.
* To set financial objectives for the association.
* To monitor the financial affairs of the Association through reports provided by the CEO, ensuring effective use of resources.
* To support the development of the Finance Administrator, including signposting to external finance training.
* To advise the Finance Administrator to prepare any finance procedures where and when appropriate.
* To support the Finance Administrator to ensure robust monthly P & L/Budgets.
* To present monthly report to Board on P & L Account/Budget.
* To advise CEO on investment issues.
* To be aware of the Associations pension scheme, including any changes and the impact on finance.
* To attend meetings with the Associations accountants, as necessary.
* To lead on recommending continuance or replacement.
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| Responsibilities General  | * To serve as a Director of the Company and to execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
* To help generate a safe and child friendly environment for Children and Young people to participate in football in Somerset
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| **Person Specification** |
| Knowledge and Experience  | Essential* Finance and/or accountancy qualifications.
* In-depth knowledge of corporate finance and accounting principles, laws and best practices.
* Sound knowledge of financial analysis and forecasting.
* Sound knowledge of effective risk management.
* Ability to understand business accounts at an appropriate level (P&L, budgeting, financial reporting, resource management, etc).
* Proven ability to solve problems and make decisions in a timely manner, in line with the strategy of the organisation.
* Ability to select priorities for Somerset FA and act accordingly.
* A commitment to Equality in all areas, demonstrating a working understanding and application of inclusion, equality & anti-discrimination, safeguarding and best practice.
* An understanding of Safeguarding of Children and Young people and Vulnerable Adults. .

**Desirable:*** Experience of working at a senior role within an organisation, ideally proven experience as Director of Finance or similar role.
* Understanding of the role of the Board of Directors and Non-Executive Director of a ‘not for profit’ organisation.
* Effective communication skills including verbal, written and presentation skills.
* Active listening skills.
* Ability to give and receive evidenced feedback.
* Able to develop effective relationships with people at all levels within Somerset FA and external to it, interacting at the appropriate level
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| Skills and Behaviours | * Problem Solving
* Teamwork
* Communicating
* Delivery
* Customer Excellence
* Developing Self and Others
* Leadership
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**How to apply**

Applications should consist of a full curriculum vitae detailing career and achievements, as well as a covering letter with how your specialism and knowledge can strengthen the board addressing the role description and person specifications.

To discuss the role further, please contact Jon Pike,

Email: Jonathan.Pike@somersetfa.com.

Call: 07946 182658 / 01458 837030

Applications should be sent to Jonathan.Pike@somersetfa.com.

The closing date is at midnight on Friday 2nd August 2024.

Interviews will take place during August 2024.

Somerset 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.

If you need any support with accessibility, please let us know.