



WE ARE WILTSHIRE FA

EDUCATE. DEVELOP. SUPPORT.

WILTSHIRE COUNTY FA NON-EXECUTIVE INDEPENDENT
CHAIR & DIRECTOR RECRUITMENT INFORMATION PACK

An aerial photograph of a large outdoor football training facility. The facility consists of several green artificial turf pitches, each with white and red markings. There are multiple goals set up on the pitches. In the background, there are rolling green hills and some buildings under a clear sky. The overall scene is bright and open.

ABOUT WILTSHIRE FA

Wiltshire FA, established in 1884, is the not-for-profit, governing body of football in Wiltshire. With over 1,600 teams and in excess of 20,000 players of all ages and abilities playing in the County, Wiltshire FA is proud to support football For All.

We offer administration and support to players, clubs and leagues to ensure our game is positive and inclusive. We believe our game should be played with RESPECT.

We offer professional training to enhance the skills of the football workforce and develop the next generation of coaches, referees, medics and administrators.

We deliver programmes and support facilities to inspire people to take part in football making sure there are enjoyable and accessible opportunities For All.

OUR VISION: Uniting the community to provide football for all.

OUR MISSION: Wiltshire FA to be regarded as leaders of grassroots football, listening, educating, administering, and developing the game for everyone.

STRATEGY OBJECTIVES

As a not-for-profit organisation we reinvest our funds back into grassroots football with the objectives to:

- Sustain & grow participation via flexible, inclusive, safe and accessible opportunities
- Maintain & develop relationships with stakeholders based upon trust and shared vision
- Provide exceptional standards of safeguarding to ensure football is an enjoyable experience
- Increase and utilise investment effectively to support grassroots football to be more sustainable
- Improve the quality & access to football facilities
- Provide outstanding training and education programmes for the football workforce
- Increase the profile of grassroots football through effective marketing and communication

Established in 1884, Wiltshire FA has been making a significant contribution to the community for over 135 years. With the vision to 'Unite the community to provide football for all', Wiltshire FA has grown to now support over 1,600 grassroots football teams, which is in excess of 20,000 participants, across the county.



OUR VALUES

WE ACT WITH INTEGRITY

WE DO THE RIGHT THING EVEN WHEN NO ONE IS WATCHING

WE ARE STRONGER TOGETHER

WE CREATE MEANINGFUL RELATIONSHIPS. WE WIN AND LEARN AS A TEAM

WE ARE RESPECTFUL

WE EMBRACE DIFFERENCES IN PEOPLE, IDEAS AND EXPERIENCES

WE STRIVE FOR EXCELLENCE

WE TAKE OWNERSHIP, ADAPT TO CHANGE AND CELEBRATE SUCCESS



WHY WE DO WHAT WE DO

WE ARE PASSIONATE ABOUT THE GAME

WE BELIEVE IN OUR IMPACT IN THE COMMUNITY

WE BELIEVE FOOTBALL IS GOOD FOR HEALTH, WELLBEING AND SOCIAL INCLUSION

WE ENJOY BEING PART OF A TEAM

WE WANT TO SUPPORT THE GAME AND HELP PEOPLE

WHAT IS IMPORTANT TO US

A POSITIVE WORKING ENVIRONMENT

OUR HEALTH AND WELLBEING

OUR PERSONAL DEVELOPMENT

FEELING VALUED

INCLUSION AND DIVERSITY

TRUSTING THE TEAM

HAVING A VOICE

HOW WE WORK TOGETHER

WE HAVE EACH OTHERS BACKS

WE TREAT PEOPLE WITH RESPECT

WE TRY TO SEE THE POSITIVE

WE JOIN IN AND SHARE OUR THOUGHTS

WE ACT WITH PROFESSIONALISM

WE MAKE TIME AND LISTEN TO EACH OTHER



CODE OF GOVERNANCE

In January 2020, The FA became the first national governing body in English sport to introduce a regional Code of Governance, with several other sports now following the model which has been endorsed by Sport England. The Code itself represents a 'Gold Standard' of governance, made up of 65 requirements based on Sport England and UK Sport's Code for Sports Governance. The requirements within the code enable a County FA to assess their current practices against the highest standard of corporate governance in football, supporting their development and ensuring they have the structures, functional operations, and decision-making processes in place to offer the best possible service to the game at a local level. The code also includes provisions for gender diversity, ethnic diversity, and youth representation across the County FA network. In October 2021, The Wiltshire FA became the first County Football Association in England to meet all the criteria and have achieved the FA Code of Governance standard. Good governance is at the centre of effective organisations and the Code of Governance framework enabled us to review our current practices, implement new processes and provide transparency and accountability to our members. Effective governance is central to the successful delivery of our key strategic aims.



THE ROLE OF CHAIRPERSON

Wiltshire FA is seeking to recruit a dynamic individual to be the Chair of the Association. The Chair will be responsible for the leadership of the Board of Directors and is accountable to the membership of Wiltshire County Football Association. The Chair will oversee the affairs of the Association, ensuring that the Board meets its obligations and responsibilities to the Association. Additionally, the Chair will 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. As an ambassador to Wiltshire FA, The Chair will be responsible for the performance of the Chief Executive Officer who reports to the Board of Directors through the Chair.

The Chair of Wiltshire FA is a voluntary position within the Association, and full training is provided with expenses for travel covered. There is a requirement to attend bi-monthly board meetings, and four committee meetings per annum, with occasional trips to Wembley and St Georges Park for FA conferences. The Chair can serve for a period of three 3-year terms.

The role requires an enhanced DBS check, an agreement to complete mandatory safeguarding training and a driving license is desirable, since the role requires travel around the County periodically.

CORPORATE GOVERNANCE STRUCTURE

In 2022 The Wiltshire FA implemented a new corporate governance structure, as outlined in the diagram. The Board is now supported by committees for Football Development, Football Services, Youth Council and Diversity & Inclusion. One member from each of these committees is able to attend Board meetings.



REPRESENTATION

Elected Wiltshire League Members

Wiltshire Schools Football

Armed Forces Football

Wiltshire Referee Association

Geographical Representatives

Senior Referee

Wiltshire FA Youth Council

Small Sided Football

Inclusion Advisory Group

Life Vice Presidents and Independent members

Purpose of Wiltshire FA Committees

- To debate issues and reflect the views of the members
- To support football within Wiltshire
- To make decisions on the recommendations put forward by the executive team for the benefit of the game
- To positively represent Wiltshire FA at all times and highlight the work being undertaken
- To provide clear feedback on decisions made to those the committees represent

COMPANY ORGANOGRAM



ROLE PROFILE



Role Title	Chair of the Board of Directors
Reports to	Accountable to the Membership of <i>Wiltshire FA</i>
Role Purpose	
<p>To be responsible for the leadership of the Board of Directors and is accountable to the Membership of Wiltshire County Football Association (subsequently referred to as ‘the Association’). He or she will be responsible for overseeing the affairs of the Association and for ensuring that the Board meets its obligations and responsibilities to the Association.</p> <p>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.</p> <p>To act as an ambassador for the Association.</p> <p>The Chief Executive Officer reports to the Board of Directors through the Chair who is directly responsible for his or her performance review and management.</p>	
Direct Reports	(CEO reports to the Chair)
Location	Occasional travel to the County HQ in Devizes, with public appearances at Wiltshire FA and members events from time to time.
Estimated time commitment to fulfil the role	<p>The role requires a commitment to attend six Board meetings a year. Meetings are normally held on a Thursday, either in person at the County HQ or via conference call, and normally last in the region of 2 hours.</p> <p>The Chair is also required to attend General Meetings and other ad hoc events held within the County.</p>
Remuneration or Expenses	<p>This is a voluntary role which is not accompanied by any financial remuneration.</p> <p>County FA Expenses will be paid in line with the current Expense Policy of Wiltshire 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

As Chairperson you will be required to;

- Serve as a Director of the Association and to lead the Board in setting the strategy of the Association.
- 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.
- 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.

PERSON SPECIFICATION

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

Essential

- 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.

Desirable

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

Knowledge

Essential

- Knowledge and understanding of the responsibilities of a Director.
- Knowledge and understanding of the Companies Act (2006).
- Thorough knowledge and understanding of the Safeguarding Requirements.
- 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.
- Knowledge of the local sport and organisations that support this area.

Desirable

- 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.

HOW TO APPLY

This recruitment process is being managed by the Nominations Committee of the Association. The nominations committee for this vacancy is made up of:

Clive Archer (Outgoing Chair)

Jon Dennis (Senior Independent Director)

Marshall Ayode (HR Director)

Christina McCosh (Vice-Chair)

Leigh O'Connor (CFA Regional Manager West)

To apply please complete the application form.

PLEASE RETURN YOUR APPLICATION TO:

Clive Archer – Chair email: Clive.Archer@wiltshirefa.com or by post to Green Lane Playing Fields, marked Private and Confidential

For an informal conversation about the role please contact

Clive Archer (Outgoing Chair) by email to Clive.Archer@wiltshirefa.com

The Closing Date: Friday 3rd November 2023

Interview Date: Week commencing 16th November 2023

Please note: CV's and a cover letter will only be accepted if accompanied with a completed application form.



