

# NORTHAMPTONSHIRE FA CHAIR OF THE BOARD OF DIRECTORS INFORMATION PACK 2025



**NORTHANTS  
FOOTBALL**

**INCLUSIVE  
BOARDS**

# WELCOME FROM THE CHAIR OF THE BOARD OF DIRECTORS

Thank you for expressing an interest in joining the Board of Northamptonshire Football Association. Chairing The Association has been a real honour for me. I'm particularly proud, as it hasn't always been easy, of the way in which we navigated the challenges of the pandemic, continue to increase the diversity of those involved in football across the County and ensure that we provide safe environments for young people. Having come through a difficult period with the pandemic, we are ready to thrive with our loyal and hardworking team who, just like myself, are passionate about grassroots football in Northamptonshire.

My successor will have the benefit of working with an energised staff team under the leadership of a chief executive who is driving excellence in all areas; a committed and talented board of directors.

You will have the opportunity to have a very real impact on grassroots football across the county and see the beautiful game flourish.

Jim Wilkinson

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# ABOUT NORTHANTS FA

Northamptonshire FA is the local governing body for football covering Northamptonshire and the Peterborough area. Our role is simple, to Create the Feeling that only football can. We pride ourselves on enabling 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 1886, Northamptonshire 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. Ensuring that local grassroots football is inclusive, safe and fun!

Northamptonshire FA is responsible for everyone's journey in football and our role is to create opportunities and break 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.





# OUR STRATEGY

This is an exciting time for Northamptonshire FA as we look forward to delivering the 2024-2028 strategy 'Create the Feeling', which aligns to the grassroots strategy of The FA.

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.

**Our purpose:** Inspiring positive change through football – uniting communities, tackling inequalities & improving the health of our County.

**Our values:**

We are visible – we strive to be visible and welcoming to everyone. Visibility is not just about being seen, but about being approachable, empathetic and inclusive to all.

We are supportive – we aim to help foster positive environments through building strong relationships and offering valuable advice. We shall commit to high quality customer service, increasing our visibility & opportunities for engagement.

We are proactive – we are characterised by our forward-thinking approach, dedication to continuous improvement and readiness to address challenges.

We are progressive – We are open to embracing change, new challenges and technology. We continuously review and strengthen our processes and procedures ensuring we are demonstrating good governance and the most efficient ways of working.

**Our 4 corners:** Our People, our Places, our Pathways & our Partnerships.



# BOARD OVERVIEW

The next 12 months will be a pivotal time for Northamptonshire FA, with the Board of Directors playing a crucial role in driving progress and ensuring success. Key priorities include:

- Implementing the 2024-2028 "Create the Feeling" Northamptonshire FA Strategy.
- Opening Northamptonshire FA's first managed football Site in Kettering.
- Maintaining compliance with The FA 365 Safeguarding Standards.
- Aligning with The FA Code of Governance for County FAs.
- Fully adopting The FA Finance Standards.
- Delivering our Diversity and Inclusion Action Plan (DIAP) and engaging with the next version of the Equality Standard/Moving to Inclusion.
- Embedding our Northamptonshire FA People Plan.

The Board's leadership will be instrumental in achieving these ambitions, ensuring Northamptonshire FA continues to grow, innovate, and serve the football community effectively.



# OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

The Northamptonshire FA and The FA are committed to ensuring that everyone involved in football has a positive experience—regardless of gender, sexuality, ethnicity, ability, disability, faith, or age. Both the FA and the County FA are working collaboratively to provide opportunities for everyone to be part of the beautiful game.

At Northamptonshire FA, we are dedicated to promoting equality, diversity, and inclusion (EDI) in everything we do.

We aim to create an environment where all individuals feel welcome, respected, and valued, ensuring fairness, accessibility, and equity for everyone.

Our commitment is anchored in our core ethos, vision, and values, and is strengthened by a robust framework based on The FA's Code of Governance and our diversity initiatives.

Together, these guiding principles support our efforts to:

- Eliminate all forms of discrimination, bullying, and harassment.
- Engage with diverse communities to enhance the reach and impact of football across Northamptonshire and Peterborough.
- Foster a culture of inclusion that mirrors the diversity of our game and the communities we serve.

We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, socio-economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you're attending an interview.
- Reimburse reasonable travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example supporting the arrangements for sign language interpreters in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview with Inclusive Boards to disabled applicants who meet the minimum criteria for the role.

If there is anything else you're concerned about or think we could provide, please let us know.



# ROLE DESCRIPTION

## CHAIR OF THE BOARD OF DIRECTORS

**Role Title:** Board Chair

**Reports to:** Northamptonshire CFA Membership

**Direct Reports:** CEO

### ROLE PURPOSE

The Board Chair is responsible for providing leadership to the Board of Directors and ensuring the effective governance of the Northamptonshire County Football Association ('the Association'). The Chair holds the Board accountable for the Association's strategic performance, providing inclusive leadership and ensuring compliance with governance best practices.

The Chair also serves as an ambassador for the Association, fostering strong relationships with stakeholders, including The FA, local football communities, and external partners. The CEO reports to the Board through the Chair, who is responsible for overseeing the CEO's performance and professional development.

### KEY RESPONSIBILITIES

#### Governance & Leadership:

- Provide strategic leadership to the Board, ensuring clarity of purpose and direction.
- Ensure the Board maintains a clear division between governance responsibilities and operational management.
- Lead the Board in setting, reviewing, and approving the Association's strategic plan, financial plan, and annual budget.
- Monitor and evaluate the Association's performance against strategic objectives.
- Oversee risk management, ensuring effective processes for financial, operational, and reputational risks.
- Uphold high standards of governance, ensuring compliance with The FA's regulatory framework and the Companies Act (2006).
- Foster a culture of accountability, transparency, and inclusivity within the Board.
- Ensure the Association adheres to safeguarding requirements and promotes best practices in safeguarding.

#### Board Management & Development

- Set the agenda for Board meetings in collaboration with the CEO.
- Chair Board meetings effectively, ensuring all Directors contribute meaningfully to discussions.
- Evaluate the performance of the Board and its individual Directors, supporting their development.
- Appoint Chairs for Board committees in consultation with members.
- Ensure succession planning and Board development to maintain an effective leadership team.
- Promote continuous learning and professional development opportunities for Board members.

### CEO Performance & Support

- Manage the CEO's performance, conducting regular reviews and providing professional support.
- Act as a mentor and coach to the CEO, facilitating leadership growth and operational excellence.
- Address any concerns raised by the CEO and ensure a healthy working relationship between the Board and executive leadership.

### Stakeholder Engagement & Representation

- Act as the primary representative of the Association at FA meetings, local football events, and external engagements.
- Build and maintain effective relationships with The FA, sponsors, grassroots football clubs, and other key stakeholders.
- Champion the Association's role in the local football ecosystem, promoting positive engagement with the community.

### Equality, Diversity & Inclusion (EDI)

- Lead the Board in setting and maintaining EDI objectives aligned with The FA's governance framework.
- Ensure diverse and inclusive representation within Board decision-making and strategy development.
- Foster a culture where equality, diversity, and inclusion are embedded in the Association's policies and practices.



# PERSONAL SPECIFICATION

## Essential Experience

- Leadership experience at Board level, preferably within sports governance or non-profit sectors.
- Demonstrated success in strategic planning, risk management, and financial oversight.
- Strong understanding of corporate governance, compliance, and regulatory responsibilities.
- Experience in chairing meetings, ensuring balanced and productive discussions.

## Desirable Experience

- Previous experience as a Chair, Vice-Chair, or Director in a sports association or charitable organization.
- Understanding of grassroots football structures and governance.
- Background in business development, stakeholder engagement, or public relations.
- Experience in recruiting, mentoring, and developing Board members.

## Essential Skills & Knowledge

- Strong strategic leadership and decision-making skills.
- Ability to challenge, debate, and guide discussions constructively.
- Excellent interpersonal and relationship-building skills.
- Knowledge of the Companies Act (2006) and corporate governance best practices.
- Understanding of safeguarding requirements and FA governance frameworks.
- Proficiency in digital communication and Board management tools.

## Desirable Skills & Knowledge

- Familiarity with employment law, GDPR, and risk management in a governance context.
- Knowledge of customer engagement strategies and community outreach.
- Experience in financial planning, fundraising, and investment strategies.



# ADDITIONAL INFORMATION

## Estimated Time Commitment:

Expected minimum time commitment of 2-3 days per month which will include attendance at Board Meetings (typically 2 hours), Council & Sub Committee Mtgs, FA meetings and attending local football matches. All meetings are generally held in person unless advised otherwise.

## Location:

Northamptonshire Football Association Ltd offices, 9 Duncan Close, Red House Square, Moulton Park, NN3 6WL

## Terms of Appointment:

3 years with possible additional 2 terms [9 years in total].

## Expenses:

County FA expenses reimbursed per the current Expense Policy.

## Compliance & Additional Requirements:

Enhanced DBS Check: Yes

Companies House Register: Yes

Clean, full driving licence: No

## Conflicts of Interest:

All candidates are asked to declare any conflicts of interest. This will be examined to see if an actual conflict exists.



# HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of Northamptonshire Football Association. If you wish to apply for this position, please supply the following by 11.59pm on 13/04/2025:

- A detailed CV, setting out your career history, with responsibilities and achievements
- A cover letter (maximum two sides of A4) highlighting your suitability for the role for which you're applying and how you meet the person specification. Please note that the cover letter is an important part of your application and will be assessed.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent

If you have further questions after reading this pack, please email

[Northants@inclusiveboards.co.uk](mailto:Northants@inclusiveboards.co.uk) or call 0207 267 8369.

Please visit [www.inclusiveboards.co.uk](http://www.inclusiveboards.co.uk) to apply online or send your CV and cover letter to

[Northants@inclusiveboards.co.uk](mailto:Northants@inclusiveboards.co.uk).



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