



MIDDLESEX FA
CUP WINNERS

RECRUITMENT PACK

**Chair of The Board at Middlesex FA
2025**





WELCOME

Thank you very much for your interest in applying for the role of Middlesex FA Chair. At Middlesex FA we are all passionate about grassroots football and the role that it plays in bringing people and communities together.

Our vision is to serve Middlesex's grassroots family, supporting them to improve the quality of football provision across our boroughs. The role of Middlesex FA Chair is a privileged position in the game – overseeing an organisation that has enormous influence, heritage and responsibility.

There are many exciting changes and opportunities ahead for the Middlesex FA as we continue to build solid foundations for this success. For example, we are fully compliant with the updated version of the FA's Code of Governance. We now meet a stringent set of safeguarding and equality, diversity and inclusion standards. You would be inheriting a high quality and experienced Board as we come to the end of the first year of our four-year strategy, which includes our brand-new commercial strategy and our commitment to embedding equality, diversity and inclusion across the business.

We are running an open recruitment process to attract and recruit the best people for this role. In this pack, you will find details of the skills and experience we are looking for, the values we live by and the process for applying.

I am very much looking forward to working with the successful candidate.

Yours Faithfully,

Kayleigh Saunders
Chief Executive Officer

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WHO WE ARE

Middlesex Football Association is a charitable organisation providing everyone with the opportunity to participate in football across our Boroughs which are the most densely populated and diverse in the country.

We aim to ignite positive change through the power of football. The purpose of everything we do is to unite communities, tackle inequalities, and promote health across our county. Our values are integral to everything we do. We are committed to making the grassroots game better. Through continuous connection with our local community, we will work creatively and collaboratively to enhance their experience.

We nurture the grassroots game, fostering a love for the sport that extends far beyond the pitch. By building strong relationships with our community, we will understand their needs and will develop solutions together, to ensure everyone has the chance to participate.

With unwavering dedication and a spirit of innovation, we are building a Middlesex where football flourishes, inspiring a brighter future for all.

Our Strategy

'Realising Our Potential' is our current four-year strategy which is made up of four strategies which include Commercial, Middlesex Community Football Centres, Equality, Diversity and Inclusion, and a Grassroots Strategy.

Our Purpose

Inspiring positive change through football by uniting communities, tackling inequalities and improving the health of the Middlesex Football community.

Our Values

We are Committed – We are committed to governing the game in a way that is fair 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 – We are creative, always finding new ways to stay ahead and serve our football community. We learn from our experiences and focus on the future.

We are Collaborative – We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are listening to feedback and meeting their needs. We will collaborate as a team to share knowledge, provide feedback and work as a team to meet our common goal.

We are Connected – We are connected with our community, operating with a customer-focused approach that puts our participants at the heart of what we do.

For further information on Middlesex FA please visit our website and please review our Annual Report and our four-year strategy 'Realising Our Potential'.

Season Review link <https://www.middlesexfa.com/news/2024/aug/08/annual-review-2024>

Strategy link <https://www.middlesexfa.com/about/strategy-2024-28>

ABOUT MIDDLESEX FA

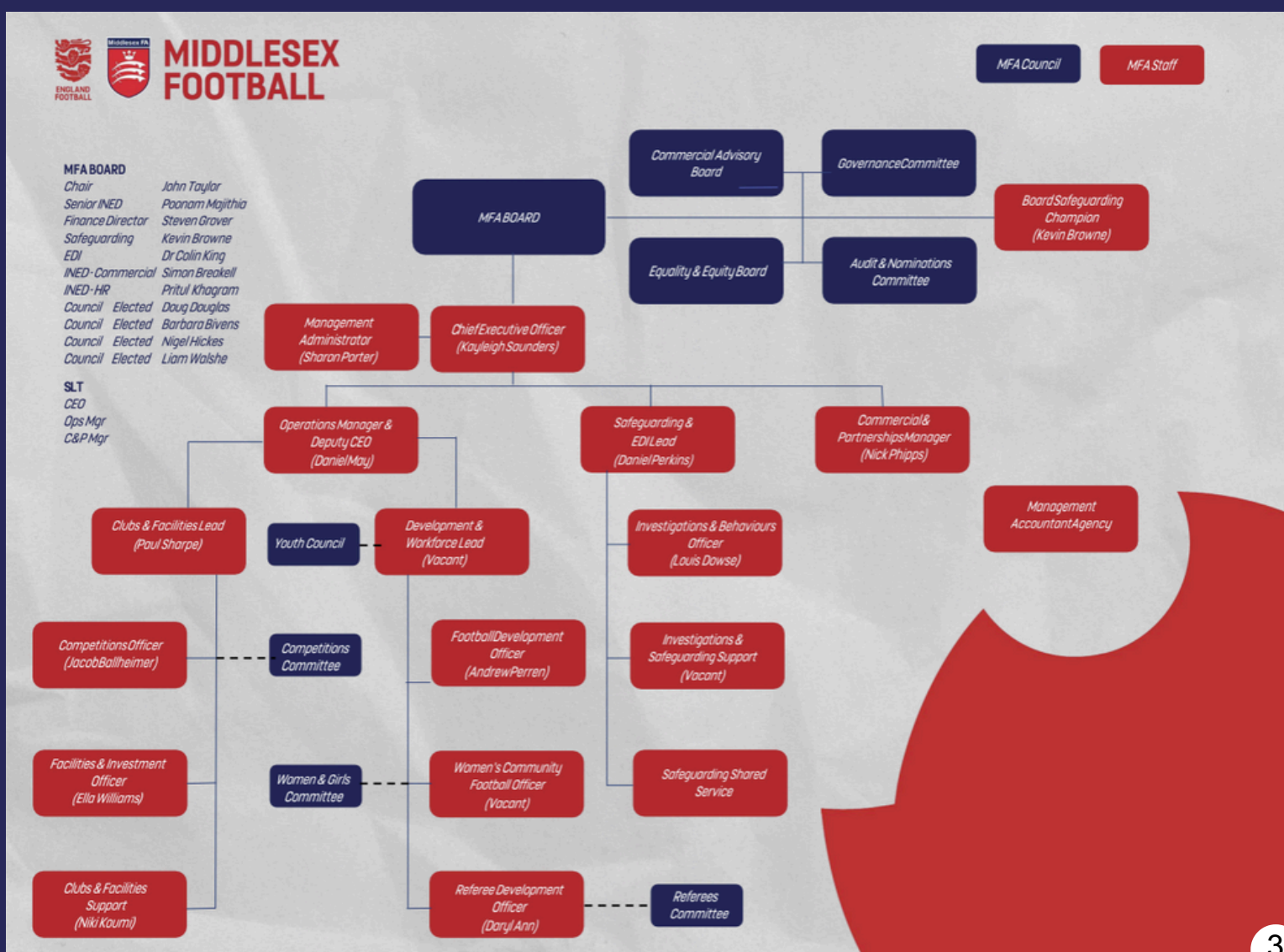
BOARD OF DIRECTORS

Our Board is collectively responsible for the long-term success of the organisation and supervises the activities of Middlesex FA. The purpose of the Board of Directors is to:

- Be the ultimate decision-making board and accordingly exercise all of the powers of the Association;
- Review and approve the long-term financial plan and annual budget;
- Be responsible for setting the strategy of the Association;
- Ensure legal and regulatory compliance is adhered to;
- Maintain and demonstrate a clear division between the Board's management and oversight role and the Executive's operational role.

COUNCIL AND COMMITTEES

Middlesex FA has a Council which is part of its constitutional structure, representing its various stakeholders and provides a forum for debate of matters relating to football in the County. These members sit on Committees throughout the year and work towards the support of delivering the strategy and enhancing, promoting and providing football for all in Middlesex.



OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

The FA and Middlesex FA are here to ensure everyone who is involved in football has a great experience. We are committed to governing the game in a way that is fair 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 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.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised 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 BOARD AT THE MIDDLESEX FA

The Chair of the Middlesex FA should bring genuine enthusiasm for grassroots football and a willingness to drive forward our four-year strategy, with ambitious targets to continue to raise standards across the game, improve local facilities and drive growth in participation, helping to ensure everyone has access to a safe, fun and inclusive place to play.

This role will also serve as Chair of Middlesex Community Football Centres Limited which oversees a state-of-the-art facility opened in July 2018, offering the community first class 3G pitches, exclusive meeting rooms, a 120 sq. metre community space which can be transformed for private party/function hire and a café/bar area, known as 'The Clubhouse'.

The ideal candidate will be an experienced Chair, proficient in good governance and able to bring together and bring the best out of a committed Board. An accomplished relationship builder, they will support the County to deliver the best possible service to the game at the local level, working in partnership with a diverse array of stakeholders across the community.

They will have the energy and ability to support and guide the Executive in shaping a modern and effective organisation that is fit for purpose through this strategic cycle and beyond, ensuring a positive long-term future for the game.

It is expected that the Chair will:

- Be an experienced non-executive with Chair experience.
- Be an accomplished and inclusive leader, able to bring the best out of board colleagues
- Have a good grasp of good governance
- Be an effective decision maker, able to achieve consensus around outcomes
- Have the energy and desire to act as an ambassador on behalf of Middlesex FA
- Act as wise counsel and critical friend to the Chief Executive

What will you do?

- Ensure the Board provides effective governance of the organisation and supports the development and execution of the new strategy within the scope of its Terms of Reference.
- Support the Chief Executive and ensure that the Board's work supports the objectives of Middlesex FA.
- Help the Board's development and ensure a diverse and complementary skillset across its membership.
- Contribute to the promotion and positioning of the organisation with a wide range of external stakeholders.

ROLE RESPONSIBILITIES

Role Title: Chair of Board

Reports to: Board of Directors

Direct Reports: Chief Executive Officer

- Ensure the Board sets Middlesex FA's vision, mission, values, and standards and that its obligations to its stakeholders and others, including any funders, are understood and met.
- Promote good governance and ensure that Middlesex FA remains compliant with the highest tier of sports governance, as set by Sport England and UK Sport through the Code for Sport Governance and the FA through the Code of Governance for County FAs.
- Contribute to the effective governance of Middlesex FA through membership of committees or sub-groups.
- Ensure that the business of the Board is conducted efficiently and foster an inclusive environment where all Board members are given the opportunity to express their views.
- Lead the Board in the approval of the long-term financial plan and annual budget.
- Monitor the delivery of the strategic plan and objectives of the Association.
- Lead the annual review process of Board members, and take an active role in Board renewal, recruitment, and succession planning.
- 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.
- Oversee the production of Board paperwork including the development of the agenda and papers with the Chief Executive Officer.
- Ensure that the Board receives professional advice when it is needed from external sources.
- Is a visible and known presence to members of the Middlesex FA Council and can champion change initiatives with them.
- Conduct an annual appraisal of the Chief Executive Officer and their remuneration, and should the occasion arise ensure a new Chief Executive is recruited in line with Middlesex FA's employment policies.
- Act as an ambassador for the Middlesex FA and help build its brand and public image.
- Appoint Chairs to the various committees in consultation with members of the Board.
- Represents Middlesex FA with key stakeholders, such as the Football Association, other Football Associations and other influential decision-makers.
- Perform other responsibilities as assigned by the Board.

PERSON SPECIFICATION

Essential (Required to fulfil the role)

- 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 and strategic partnerships for the benefit of the Association.
- Knowledge and understanding of the responsibilities of a Board Director.
- Knowledge and understanding of the Companies Act (2006).
- Thorough knowledge and understanding of the Safeguarding Requirements for the Association.
- 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 understanding 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.
- A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the Association.
- An understanding of and commitment to equality, diversity and inclusion.
- Effective use of digital communication including email and the internet.

Desirable (Beneficial, but can be learned in role)

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

ADDITIONAL INFORMATION

Estimated time commitment

- It is expected the role will take 4-5 days per month, comprising of meetings, events and more general support.
- The Middlesex FA Board of Directors holds 6 Board meetings a year. Meetings are normally on a Thursday evening at Middlesex FA in Northolt and normally last in the region of 2 to 3 hours.
- The Middlesex Community Football Centres Limited Board meets quarterly. Meetings are normally on a Monday evening via Microsoft Teams and normally last in the region of 1 to 2 hours.
- In addition, it is expected the Chair will have time to support the Chief Executive Officer and offer broader support to the Executive as appropriate.
- The Chair is also required to attend General Meetings, 4 x Chair / CEO meetings arranged by the FA per year and other ad hoc events held within the County, including but not limited to our Awards Evening and Cup Finals.
- The Chair may also be required to attend other meetings of the Association's Boards, Committees and Sub-Committees as well as meetings with stakeholders.

Remuneration and expenses

- This is a voluntary role which is not accompanied by any financial remuneration.
- County FA expenses will be paid in line with the current Expense Policy of Middlesex FA.
- 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.

Terms of appointment

- This is a 3 year appointment in the first instance, with the opportunity to renew for a further 2 consecutive terms (maximum of 9 years total).

Conflicts of Interest

- All candidates will be 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 Middlesex Football Association. If you wish to apply for this position, please supply the following by **11.59pm on 08/06/2025:**

- A detailed CV, setting out your career history, with responsibilities and achievements
- A cover letter (maximum two sides of A4) addressing:
 - Motivations for applying;
 - Applicable experience;
 - Knowledge and skills to fulfil the role (including in particular any examples relating to strategic and leadership skills, decision-making and communication);
 - Knowledge of grassroots football and the role of Middlesex FA within it.

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 Middlesex@inclusiveboards.co.uk or call 0207 267 8369.

Please visit www.inclusiveboards.co.uk to apply online or send your CV and cover letter to Middlesex@inclusiveboards.co.uk.



INCLUSIVE BOARDS

Our Services



Executive Search



Inclusive recruitment advisory



Self paced digital learning hub



Agile recruitment packages



Industry based research



EDI audits, advisory & training



Leadership Development (ILM accredited)



Executive Coaching

Contact Us



Website

www.inclusiveboards.co.uk



Phone

0207 267 8369



E-mail

hello@inclusiveboards.co.uk



Social Media

www.linkedin.com/company/inclusive-boards/



Address

The Cursitor, 38 Chancery Lane, London, WC2A 1EN