

English Schools' FA
National Governing Body
for Schools' Football

E S F A



**English
Schools'
Football
Association**



Vacancies to serve on the National Council Candidate Application Pack



E S F A



www.schoolsfootball.org



Invitation to join the ESFA National Council Message from the Chair Nick Loftus

Dear Candidate,

Thank you very much for your interest in the English Schools' Football Association. As you've got as far as looking at this candidate pack, I hope very much that you'll be interested in applying to join us.

You may already know, or have learned something, about the ESFA but if not you can find plenty of information on our website, www.schoolsfootball.org

In the meantime, a little more about our Association and our vacancies.

The ESFA is the national governing body for football in schools and is an incorporated charity as well as a Membership Association. This means we have around 350 groups of volunteers working across England, in District, County and Regional Schools' Football Associations, creating fantastic opportunities for children of school age to play football. Our Members run competitions, tournaments, festivals and leagues across the whole of England and also create opportunities for more talented players to take part in representative football, including at international level. This work is carried out by our fantastic army of local volunteers, over 2000 of whom give freely of their time to enable children to benefit from our sport.

At a national level, the ESFA offers around 50 national competitions from U11 age group right through to U18s, with thousands of teams competing each year to be crowned national champions. We also offer specific provision for pupils who are under-represented in football or who have never played before, football-based projects in the school curriculum, opportunities for young match officials to gain experience and much more. Our small workforce of 14 staff is mostly based in our HQ in Stafford, from where national operations are directed.

All of this work is governed by our Board of Trustees, who are responsible for running the business of the charity and by the Council, which is responsible for strategic oversight of the ESFA's football offer. The Council is comprised of members of the national volunteer workforce, elected by their colleagues in their regions to serve. The Council is also served by a representative from The Football Association and by those from outside of the education sector, recruited for their specific expertise. It is in this latter category that we are seeking to appoint new Members to our Council, for a period of up to three years in the first instance.

The successful candidates are likely to:

- Have lived experience of disability football, particularly for those with special educational needs (SEN).
- Have lived experience of girls/women's football.
- Being a participant in football in any capacity whilst belonging to a community which is under-represented in football by virtue of race, religion or heritage

The ESFA is actively seeking to diversify its decision-making bodies – could you bring your personal knowledge to help us further our plans in the area of your lived experience? Could you give up to 6 days per year, at the weekend, to join us in our Council meetings, plus up to 4 evenings to serve on a specialist Committee?

If you think you'd like to get involved, please have a look at the Council Commitment Statement overleaf, which outlines what we aim to offer you as a volunteer, and what we ask you to give back to us. The generic role description is also included for your information, along with a little more information on our structure and function.

You can apply for any of the roles by completing the application form and submitting it as noted in paragraph 11 of this pack.

The ESFA is committed to the safeguarding of children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure & Barring (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the information provided. Please note that checks on candidates' online profiles / activity may be made.

We look forward to hearing from you.

Nick Loftus

ESFA Chair 24/25

nickloftus30@icloud.com



Council Member Commitment Statement

The ESFA is grateful to its national network of volunteers for their tireless commitment to schools' football. In particular the ESFA is grateful to those who take on the additional responsibility for serving on the Governing Council of the Association, taking a strategic view of the management and delivery of schools' football in England.

Recognising that there needs to be a reasonable balance between the voluntary nature of these roles and the critical function that postholders fulfil, the Commitment Statement is designed to outline the respective roles and responsibilities of the parties to ensure the effectiveness of Council overall.

Scope

The Commitment Statement applies to all Members of the ESFA Council ("Members") as defined within the Rules of the Association, including independent, co-opted and ex-officio members, although there are by definition some variations in responsibilities between elected and non-elected Members.

Our Commitment to Equality, Diversity and Inclusion

As the nation's number one sport, football has incredible power to bring people together.

The ESFA is committed to ensuring equality of opportunity for all staff and to promoting a culture where differences are respected, diversity is valued and everyone is supported to succeed, irrespective of personal circumstances or background. We are committed to a working environment in which all individuals are free from discrimination, harassment or victimisation and in which all decisions are based on merit. The ESFA believes that all forms of prejudice and discrimination are unacceptable and will tackle such matters to ensure that conditions that place people at a disadvantage are removed.

We welcome applications from anyone regardless of their age, experience, disability, ethnicity, heritage, sexuality, gender and socio-economic background. We are committed to inclusive working practices, and during the application process we commit to:

- 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 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.

Member expectations of the role

A Council Member can expect to:

- Receive an induction to the role of Council Member
- Be provided with background reading to help familiarisation
- Be introduced to named contacts within their region (elected Members)/a Council “buddy” (non-elected Members) to support their integration into the national body
- Influence the future of schools' football through the strategic direction of the game in Council
- Influence the shape of schools' football through serving on specialist Committees or working groups concerned with specific areas of the game
- Have opportunities for involvement in ESFA regional activity, where in a regional role
- Have opportunities to represent the ESFA formally at national events
- Be listened to in debates, and have their experience and expertise valued
- Receive safeguarding training and updates
- Benefit from understanding and empathy where family matters or paid employment conflict with the expectations of the role in the event of the occasional need to deprioritise ESFA commitments
- Consider opportunities to progress in their voluntary role to senior positions in the Governing Council/Trustees
- Have direct access to the Chair, the Chair of Trustees and the CEO in the event of any concerns
- Be paid expenses for conducting approved duties on behalf of the national body, subject to the ESFA expenses policy
- Be respected by their peers

The ESFA commits to creating a supportive environment in which committed Council Members can enjoy making a significant contribution to the objectives of the national body.

National expectations of the role

A Council Member must use best endeavours to:

- Exercise their duties diligently
- Act as both a role model and an ambassador, upholding ESFA values at all times

· Attend and contribute to all Council meetings and meetings of Committees onto which they are elected, except in exceptional circumstances, and notify the chair and/or CEO of any exceptional known absences in advance.

· If in an elected role, act as the liaison officer for named County Schools' FAs as determined on an annual basis to:

- Seek opinion and share feedback
- Encourage participation in national activities
- Support the creation of new football activities or sustain those which already exist
- Identify and share good practice
- Share back with Council the opinions of the constituency
- Represent the ESFA at key local events, if practical
- Build effective relationships

· Ensure that County rounds of National Competitions are delivered in those named Counties

· Share personal and constituency views on key matters, then adopt the principles of cabinet responsibility for Council and Committee decisions

· Complete mandatory safeguarding training

· Maintain confidentiality

· Observe the ESFA's key governance policies including (but not restricted to) safeguarding, data protection, health and safety, EDI and the financial regulations

· Treat others with respect

· Be accountable for their actions and expect to be challenged in the event of any significant deviations from these commitments

I understand that my contribution is vital to the effective operation of Council and therefore commit to delivering these expectations to the best of my ability.

Managing commitments

Unless a safeguarding matter, in which event the prevailing FA policy will apply, any material deviation from this code by a council member may result in an approach from the Chair in which Member recommitment will need to be confirmed.

In the event that any council member feels that their expectations laid down by the ESFA have not been delivered, they should raise these in the first instance with the chair of council, unless their concern involves the chair, in which case they should revert to the Chair of Trustees, or the Honorary Auditors as advised by the Chair of Trustees

External council member for the English Schools' FA

Role: Council member (external)

Salary & benefits: This is a voluntary post although reasonable expenses will be reimbursed

Responsible to: Chair of Council

Time Commitment: 6-9 Council meetings per year, with two usually held in person in Stafford, plus up to 4 Committee meetings, on-line, per year

Location: Stafford or on-line

Main responsibilities: Council members shall be responsible for overseeing matters relating to managing, running and organising schools' football along with any other matters as the charity trustees shall determine from time to time. Council members shall elect Trustees from amongst their number

- Advise Council on matters relating to the area of lived experience under which the post holder is appointed, and support Council & staff, via the CEO, to develop their knowledge and understanding of that specialism.
- Attend Council meetings and the AGM, usually amounting to 6 meetings per year;
- Serve on one or more of the ESFA's specialist committees to set the standards, priorities, projects and other activities for the support and/or delivery of schools' football
- Review and evaluate the Association's football programmes and propose any changes to the AGM;
- Elect the ESFA Trustees from within their membership and then support them to fulfil their responsibilities;
- To act with high standards of professionalism, business integrity and personal conduct at all times, as per the Council Commitment Statement;
- Comply with the ESFA's Safeguarding Code of Conduct;
- Demonstrate a commitment to ESFA policy in practice;
- To act as an ambassador for the ESFA in the conduct of all business;

Eligibility and selection

- Eligibility to serve is subject to compliance with ESFA safeguarding protocols, suitable references and confirmation that the postholder has nothing, or does nothing, to bring the ESFA into disrepute.
- External members are recruited to provide specialist knowledge and/or to fill skills gaps on Council
- Recruitment is by open selection through advertisement and interview

Term of office

Council Members shall be appointed for one year in the first instance, with a three year term of office in total.

How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of ESFA Council.

If you wish to apply for this position, please supply the following:

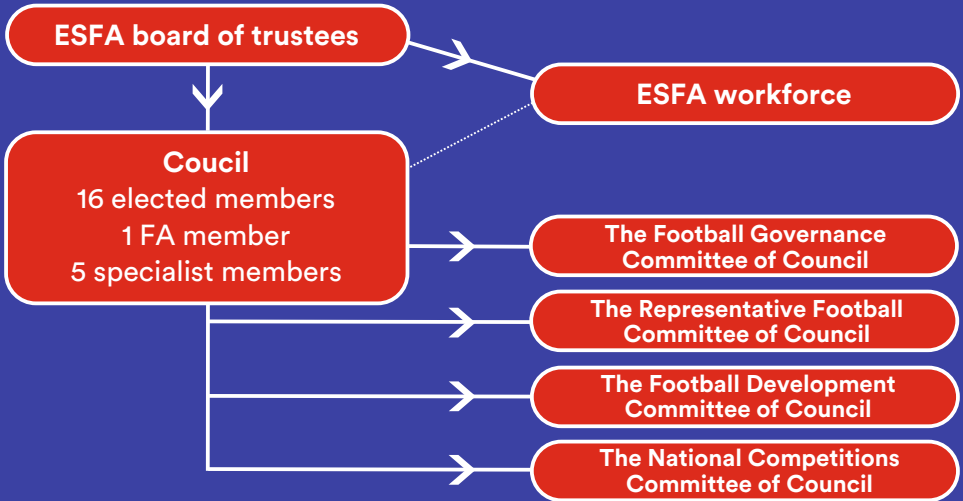
- A detailed CV setting out your career history, with responsibilities and achievements;
- A covering letter highlighting your suitability and how you meet the skills and experience for the role. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- 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.

Please apply at www.inclusiveboards.co.uk/opportunities by 13/10/2022. If you would like to discuss this opportunity further please contact Inclusive Boards at ESFA@inclusiveboards.co.uk or 0207 267 8369 to arrange a conversation with one of our consultants.



ESFA governance structure 23/24 *

* committee structures are subject to change in 24/25





Useful Links

ESFA Council:

– [ESFA Council English Schools' Football Association](https://schoolsfootball.org/about-us/council/)
<https://schoolsfootball.org/about-us/council/>

Association History:

– [History English Schools' Football Association](https://schoolsfootball.org/about-us/esfa-history/)
<https://schoolsfootball.org/about-us/esfa-history/>

The latest news:

– [News English Schools' Football Association](https://schoolsfootball.org/news/)
<https://schoolsfootball.org/news/>

Some of our football:

– [ESFA Hotshots English Schools' Football Association](https://schoolsfootball.org/esfa-hotshots-intra-school-football/)
<https://schoolsfootball.org/esfa-hotshots-intra-school-football/>

– [Schools Football Week English Schools' Football Association](https://schoolsfootball.org/schools-football-week/)
<https://schoolsfootball.org/schools-football-week/>

– [About our Competitions English Schools' Football Association](https://schoolsfootball.org/national-competitions/about-our-competitions/)
<https://schoolsfootball.org/national-competitions/about-our-competitions/>

– [International Squads English Schools' Football Association](https://schoolsfootball.org/international-squads/)
<https://schoolsfootball.org/international-squads/>

Our Membership newsletter:

– [Membership Matters English Schools' Football Association](https://schoolsfootball.org/for-associations/membership-matters/)
<https://schoolsfootball.org/for-associations/membership-matters/>

Safeguarding:

– [Safeguarding English Schools' Football Association](https://schoolsfootball.org/child-welfare/)
<https://schoolsfootball.org/child-welfare/>

Contacts:

Chair of Council 24/25: nickloftus30@icloud.com
Chief Executive: Andrea.chilton@schoolsfa.com

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