

**English Schools' FA**  
National Governing Body  
for Schools' Football

E S F A



**English  
Schools'  
Football  
Association**



**Vacancies to serve on Board of Trustees**  
Candidate Application Pack



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[www.schoolsfootball.org](http://www.schoolsfootball.org)



## Invitation to join the ESFA National Council Message from the Chair of Trustees Mike Coyne

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](http://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 whilst our Council focuses on the strategic oversight of the ESFA's football offer. The Board of Trustees currently comprises of 7 members of the football Council and we are expanding the size of the Board to accommodate both the skills needs of the business and to actively diversify the group of decision makers.

We are seeking three specialist appointments in the fields of:

- Equality, diversity and inclusion
- Ambassadorial activity / strategic marketing / profile raising
- Philanthropy, fundraising / finance

Do you have the expertise to drive our governance arrangements in one of these fields? Preferably as a professional in a related field, you will bring your specialist knowledge to the table to enhance our practice in this area, as well as fulfilling the duties of a Trustee at the ESFA, with a role description overleaf.

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.

**Mike Coyne**

ESFA Chair of Trustees

## **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.

## Trustees of the English Schools' FA

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**Role:** Trustee

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

**Responsible to:** Chair of Trustees

**Time Commitment:** an average of 10 meetings per year, usually in the evenings or school holidays

**Location:** usually on line

**Main responsibilities:** To manage the affairs of the Association, as per the Constitution, with particular responsibility for the financial, legal and staffing matters of the Association.

- To propose the strategy for the Association and to consult with members on business plan objectives, priorities and plans;
- To set the legal, regulatory, governance, financial and operational frameworks of the Association, including for safeguarding;
- To monitor the implementation, compliance with and outcomes from those frameworks;
- To evaluate the performance of the Association against each of these frameworks with a view to continuous improvement;
- To establish committees to support the conduct of the Association's business;
- To take advice from the Council on footballing matters, and to contribute to the delivery of football either locally, regionally or nationally;
- Attend Trustees meetings, usually monthly, between September and June each year, with no more than two absences per year;
- To fulfil the financial responsibilities of the role as prescribed in the Financial Regulations;
- To participate in training, development and review processes necessary to fulfil the role;

- To support the ESFA Council to fulfil its responsibilities;
- To act with high standards of professionalism, business integrity and personal conduct at all times;
- To act as an ambassador for the ESFA in the conduct of all business;
- To comply with the requirements of the Trustee handbook;
- To discharge the responsibilities of Trustees as laid down by the Charity Commission.

## Managing commitments

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



## Eligibility to serve as a Trustee

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Trustees shall be elected from the ESFA's Council and as such, unless filling the role of a co-opted Trustee, must be a Council member.

Every charity trustee must be a natural person and not a corporate body.

No one may be appointed as a charity trustee:

- if he or she is under the age of 16 years; or
- if he or she would automatically cease to hold office under the provisions of clause 16(1)(f).

No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

At least one of the trustees of the ESFA must be 18 years of age or over.

## Skills

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Trustees are responsible for the “business” of the charity and as such will need to demonstrate expertise in some or all of the attributes listed below, depending on the skills mix in existence at the time of appointment:

- Strategic experience in equity, diversity and inclusion
- Strategic experience in finance and/or philanthropy
- Strategic experience in marketing

## Term of Office

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

## How to Apply

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

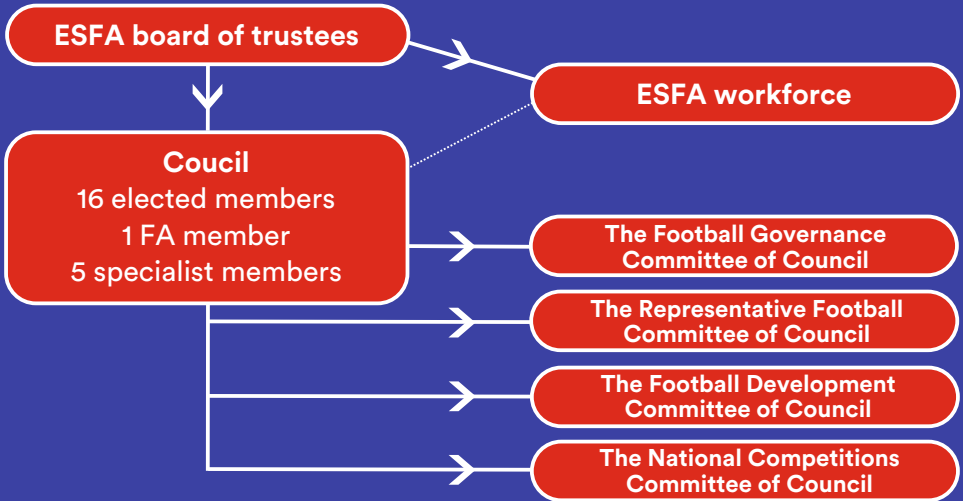
If you wish to apply for this position, please supply the following:

- 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](http://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](mailto: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

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### **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](mailto:nickloftus30@icloud.com)  
Chief Executive: [Andrea.chilton@schoolsfa.com](mailto:Andrea.chilton@schoolsfa.com)



# Vacancies to serve on the Board of Trustees

## Candidate Application Pack

ESFA



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[www.facebook.com/SchoolsFootball](http://www.facebook.com/SchoolsFootball)



[www.youtube.com/ESFATV](http://www.youtube.com/ESFATV)



ESFA



English Schools'  
Football Association

[www.schoolsfootball.org](http://www.schoolsfootball.org)