



A **THRIVING** LOCAL GAME



Board Trustees

Candidate Information Pack

June 2025



Eastside People



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Welcome

Thank you for your interest in becoming a Trustee of Suffolk County Football Association.

As Interim Chair, I am proud to invite individuals who share our passion to inspire positive change through football and our commitment to community, inclusion, and integrity to consider joining our Board of Trustees at this exciting point in our journey.

Suffolk FA is a forward-thinking and community-focused charity, delivering positive impact through grassroots football across the county. We have recently launched our new four-year strategy and are now seeking Trustees who can bring fresh perspectives, strategic insight, and a shared desire to shape a more accessible and inclusive game for all.

This is a meaningful opportunity to contribute to the governance of a charitable organisation with a clear vision and strong values. Whether your background is in football, business, education, or the wider voluntary sector, we welcome applications from those who can help us build a stronger, more sustainable future for football in Suffolk.

If you are motivated to make a difference and believe you can support our mission and ambitions, we would be delighted to hear from you.

Best,

Julie Mulcahy,

Interim Chair

Suffolk County Football Association Ltd





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About us

Who we are

Suffolk County Football Association (Suffolk FA) is the not-for-profit governing body for grassroots football in Suffolk. We provide the leadership, structure, and support that enables players, coaches, referees, and volunteers to thrive and enjoy the game. With over 330 clubs representing players of all ages, backgrounds, and abilities, we are proud to ensure football truly is for all in Suffolk.

Our purpose is to inspire positive change through football, by driving the local game to unite communities, tackle inequalities and improve the health and wellbeing of people across Suffolk.

Vision

A thriving local game that enhances the lives of people across Suffolk.





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Values and behaviours

Inclusive: We foster an environment where diversity is celebrated, equity is pursued, and everyone feels welcomed to participate in all aspects of the game.

Teamwork: We work collaboratively to achieve more. Having good relationships with our colleagues, communities, stakeholders, participants, and volunteers to ensure we collectively achieve maximum impact by working together.

Respect: We treat everyone with dignity, consideration and appreciation, respecting the views and opinions of all and recognising their inherent worth and contributions. We encourage free and respectful exchange of ideas and information.

Open: We act with openness, integrity, and by being honest about what works well, what is possible, and what needs to change.

Empowerment: We empower the Suffolk football community to find new solutions and ways of being successful, including having the freedom to try new approaches to tackle persistent challenges.

Innovation: We encourage creative thinking, challenge existing norms, and seek improvements or novel solutions to problems, including embracing technology.

Strategic Priorities

Suffolk FA's 2024-2028 strategy works collaboratively with The FA's Grassroots strategy, which sets out a clear direction of travel for grassroots football in England and outlines five priority areas, including -

Improve playing choice and opportunities - To create new and varied playing opportunities to give everyone a chance to play the game, in a way that suits them best

Deliver equal opportunities for women and girls to play - To ensure every woman and girl who wants to play football has an opportunity to do so in a safe and enjoyable setting and in a way that suits their lifestyle

Tackle poor behaviour - To see a decline in cases of poor behaviour of any kind, and to increase reporting of discrimination, ensuring enjoyment is at the forefront of playing, volunteering or officiating grassroots football



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Build more and improve existing facilities - To increase the quality and quantity of grassroots football pitches and facilities across England, to better meet the demand

Develop a valued network of volunteers, coaches and referees - To grow the number of grassroots volunteers, coaches and referees, and ensure they all feel valued and supported to fulfil their roles in the game

Our strategy is underpinned by our commitment to both safeguarding and equity, diversity and inclusion.

Safeguarding

Safeguarding is embedded in everything we do. All Trustees play a role in promoting a culture of safety and wellbeing, with oversight and assurance aligned to legislation, FA policy, and best practice. We are committed to ensuring that everyone involved in Suffolk football is protected, respected, and supported.

Our commitment to diversity

Football is For All.

Suffolk FA endorses the principle of sports equality and will strive to ensure that everyone who wishes to be involved in football, whether as participants, team members, volunteers, coaches, referees, office-bearers, or those within the County Football Association -

- has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race or ethnicity or sexual orientation; and
- can be assured of an environment in which their rights, dignity and individual worth are respected, and that they are able to enjoy football without the threat of intimidation, victimisation, harassment, or abuse.

Further information on our inclusion policy, plan and other resources can be found [here](#).





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An exciting time to join us

Suffolk FA is supported by a dedicated team of staff and volunteers striving to enhance football across the county. The organisation is undergoing a transformative phase with the appointment of a new CEO (starting in August), who brings fresh perspectives, a wealth of strategic and operational experience, a deep understanding of the local sporting landscape, and a passion for football's power to bring people together.

To further strengthen its operations, Suffolk FA is expanding its staff team with the forthcoming appointment of a Commercial Funding & Partnerships Manager.

To align with the latest FA code of governance and the upcoming FA Equality, Diversity, and Inclusion (EDI) strategy, Suffolk FA is committed to refining its governance structures. Compliance with these frameworks is crucial, not only to uphold the highest standards of leadership and inclusivity but also to ensure continued funding from the Football Association.

To this end we are recruiting for **three new trustees**, one with expertise and knowledge in **ESG (Environmental, Social, and Governance)**, one with a track record in commercial **funding and partnerships** and another bringing expertise in **EDI (Equity, Diversity and Inclusion)**, who will also take on the role of Chair of our [Inclusion Advisory Group](#) (IAG).

While adherence to ESG principles is not a contractual requirement for regional Football Associations, the FA strongly encourages it. Suffolk places significant importance on ESG and strives to be a leading county in this area. By embracing these changes, Suffolk FA aims to secure its future support while fostering an environment that reflects the diverse and evolving needs of the football community.

In addition, Suffolk FA seeks to operate more effectively as a charitable organisation, leveraging its charitable status to unlock broader funding opportunities. Diversifying income streams is a critical priority, as reliance on FA funding alone is insufficient to sustain its mission and vision. Exploring new avenues for financial support will enable Suffolk FA to grow and strengthen its impact across the county, ensuring that football remains accessible and thriving for players of all ages and abilities.

In aligning with the upcoming FA EDI strategy, Suffolk FA needs to meet the highest standards of inclusion and equity while enabling voices from underrepresented communities to shape local football.



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In addition to expertise in either ESG, funding and partnerships and/or EDI, we are especially looking for applications from women and people from minoritised communities as we are seeking to broaden both the diversity and gender balance of our Board. Previous Board experience is not essential, and we offer a full induction and onboarding process. What is essential is a passion for our work and a desire for positive change through football.



Being a trustee – what's involved

Every charity has a Board – a group of volunteers who ensure that the organisation is effective in carrying out the purpose for which it was set up. The trustees at Suffolk FA have responsibility for overseeing the work of the charity, ensuring that it is effectively and efficiently run, with the appropriate oversight and governance, in line with the requirements of the County FA Code of Governance.

A helpful summary of trustee roles and responsibilities can be found in the Charity Commission guidance for new Trustees: [The Essential Trustee: what you need to know, what you need to do \(CC3\)](#).

What you'll gain from this role

Becoming a trustee is an interesting and compelling way to engage with the charity sector. It is a role that will give back as much as you put in, and often more. One of the primary takeaways from the [Charity Commission's recent research into trusteeship](#) is the extent to which trustees benefit from their experience. Although trusteeship is a significant voluntary undertaking, the majority would recommend it to others. Many trustees reported experiencing multiple and profound benefits, from feeling they are positively impacting the world to feeling more connected to a community or movement, highlighting the rewards of responsibility. Overall, just 1% of the trustee population surveyed would not recommend the role to others.

Strategic experience

Strategic experience can be hard to come by. It can often take decades to find yourself in a role which requires strategic oversight. A charity Board role is a fantastic way of getting a head start on this, allowing you to develop and hone your critical thinking, problem-solving and analytical skills. The strategic experience which can be gained through a trustee role can have an immediate and powerful impact on your career, opening doors to new responsibilities and more senior job prospects.

Equally, for those who have already had some strategic responsibilities, a Board role provides an opportunity to use those skills in a significantly different context.

Continued personal development

Through a trustee role, you can gain a clearer idea of your professional strengths and weaknesses whilst simultaneously learning new skills. Understanding how to adapt your professional knowledge to useful and impactful ends is a good reminder of your versatility, giving you confidence in your existing abilities while challenging you push the boundaries of your expertise.

Teamworking

As a Trustee at SFA, you are part of a team and will have the opportunity to apply your unique skills and experience while also learning from others. Working in a team with a passionate team of individuals who bring diverse perspectives is often one of the most enjoyable aspects of the role. The ability to collaborate effectively with others and to challenge constructively the ideas of fellow trustees as well as those of the leadership team is essential to ensuring the Board's strategic decisions are fully informed, reasonable and effective.





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Trustee job description

Location Suffolk FA, Bill Steward House, The Buntings, Stowmarket, Suffolk
IP14 5GZ & from home.

Time Commitment Approx 1-2 days per month, comprising – 6 Board meetings (at least 2 of which will be held in person at Suffolk FA offices), Board Committee meetings, and various other meetings where representation of SCFA may be required from time to time.

In the case of the EDI trustee/IAG Chair, the time commitment will be 2-3 days per month (as above plus IAG meetings).

Salary This is a voluntary role which is not accompanied by any financial remuneration. Reasonable expenses can be claimed.

Role purpose

- Collectively, the Board of Trustees of Suffolk FA is required to direct the business affairs of the Association and to determine the vision and strategy, plans, policies, and financial investment required to achieve the Association's aims. As such, individually and collectively, the Trustees are accountable to the Membership.
- To support Suffolk FA senior leadership in embedding culture, diversity, and inclusion throughout the organisation.
- To be an active board member, providing strategic oversight and constructively challenging and reviewing the Suffolk FA strategic plan.

General trustee duties (for all trustees)

- Execute the responsibilities of a Company Director & Charity Trustee in accordance with the Companies Act (2006), Charities Act (2011) and other relevant legislation.
- Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- Ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the Association's strategic aims and objectives.
- Set challenging objectives for continuously improved performance.

- Oversee the management of risk to the Association, including matters of Health and Safety.
- Monitor the financial affairs of the Association through reports provided by the CEO and ensure the effective use of financial and other resources.
- Challenge constructively and work collaboratively with a diverse Board and Executive team.
- Promote equality of opportunity throughout the Association.
- Fully participate in Board induction, training or development and performance monitoring.
- Develop partnerships on behalf of the organisation which contribute to achieving the vision and furthering the objectives of the Association.
- To be part of one of the Board Committees (Finance, Risk & Audit/HR & Remuneration/Nominations).
- To understand and work in accordance with Suffolk FA's values and behaviours.

Specific duties – ESG trustee

Provide Board-level strategic leadership and oversight on ESG matters, including climate impact, environmental sustainability, social value, community investment, governance practices, and ethical standards.

- Champion the development and implementation of Suffolk FA's ESG Action Plan, ensuring integration across the organisation's strategy and operations.
- Act as a visible ambassador for ESG within the Board and externally, promoting sustainability, diversity, and ethical practice in grassroots football.
- Support the staff ESG Lead, CEO, and leadership team to develop and deliver key initiatives across environmental impact, social inclusion, and governance performance.
- Ensure alignment with The FA's sustainability, equality, and governance standards and contribute to relevant consultations or pilot initiatives.
- Monitor ESG risks and performance metrics and advise the Board on progress and emerging risks through appropriate reporting mechanisms.
- Ensure that all ESG activity undertaken is ethical, transparent, and compliant with relevant regulatory, legal, and charitable requirements.
- Promote inclusive practice and ensure that ESG considerations reflect Suffolk FA's values and community context.

Person specification – ESG

- Professional or lived experience related to ESG, including sustainability, environmental policy, diversity and inclusion, or governance standards. Experience of ESG strategy development would be ideal.
- Demonstrable knowledge and understanding of governance and of the responsibilities of a charity trustee.
- Strong strategic leadership and decision-making skills with experience of stakeholder engagement.
- Excellent interpersonal skills, with confidence in representing the organisation externally.
- An understanding of and commitment to equality, diversity, and inclusion.
- Effective use of digital communication, including email and the internet.
- A genuine passion for inspiring positive change through football.

Specific duties – Funding & Partnerships trustee

- Support the development and implementation of Suffolk FA's Commercial and Funding Strategy in line with its Business and Football Development Plans.
- Advise and challenge the Board on opportunities for sustainable income generation, including sponsorships, corporate partnerships, grant funding, and other ventures.
- Bring insight and external knowledge to inform commercial decision-making and innovation, ensuring alignment with the Association's values and charitable purpose.
- Assist the Executive team in identifying and cultivating partnerships that enhance Suffolk FA's financial resilience and reach.
- Ensure that all commercial activity undertaken is transparent, ethical, and compliant with relevant regulatory, legal, and charitable requirements.
- Monitor the performance of commercial income streams and advise the Board on progress and risks through appropriate reporting mechanisms.
- Act as an advocate for the Association at relevant stakeholder events to promote funding opportunities and the impact of grassroots football in Suffolk.

Person specification – Funding & Partnerships

- Proven experience in commercial development, income generation, business development, or partnerships management, ideally within sport, charity, or related sectors.
- Demonstrable knowledge and understanding of governance and of the responsibilities of a charity trustee, particularly in relation to financial oversight and public benefit.
- Strong strategic leadership and decision-making skills, using commercial insight to guide Board-level judgement
- Experience in identifying, negotiating, and securing sponsorships, partnerships, or funding opportunities.
- Excellent interpersonal skills, confident in representing the organisation externally and engaging stakeholders at all levels.
- An understanding of and commitment to equality, diversity and inclusion.
- Effective use of digital communication including email and the internet.

Specific duties – EDI trustee

As a Trustee of Suffolk County FA with a portfolio focus on Equality, Diversity & Inclusion and Chair of the Inclusion Advisory Group (IAG), you will play a critical leadership role in driving inclusive culture, strategy, and delivery across all areas of grassroots football in Suffolk.

- Provide Board-level leadership and oversight on matters relating to EDI.
- Chair the Inclusion Advisory Group (IAG), ensuring effective governance, clear purpose, and alignment with the County FA's strategic goals.
- Promote and embed inclusive practice across all areas of the Association's work, supporting the delivery of the EDI Strategy.
- Act as a conduit between the Board and the IAG, ensuring the voice of diverse communities informs strategic and operational decision-making.
- Ensure compliance with The FA's Code of Governance and Equality Standards, and advise on relevant legislation, guidance and best practice.
- Champion inclusive recruitment and retention practices across staff, volunteers, and Board appointments.

- Monitor, evaluate and report on the impact of the County FA's equality and inclusion initiatives.

Person specification – EDI

- A demonstrable commitment to equality, diversity, and inclusion.
- Experience of leading or advising on EDI in a strategic or governance context.
- Understanding of the barriers faced by underrepresented or marginalised communities.
- Experience of working collaboratively with diverse groups and stakeholders.
- Ability to chair meetings effectively, with strong facilitation and communication skills.
- Strategic thinking, with the ability to influence culture and change.
- Experience of chairing or leading committees and meetings.





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How to apply?

[Eastside People](#) is supporting [Suffolk FA](#) in the recruitment of these roles. Please [click here](#) to apply by submitting your CV and a cover letter **both in Word doc. format**.

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV and ensure that you cover the following:

- Why are you interested in a Trustee role at Suffolk FA?
- Which role are you applying for (ESG/Funding/EDI) and how do your skills and knowledge meet the specification?

Please note that we will focus on your demonstrable experience and potential in the areas listed under the Person Specification and do not expect candidates to have experience in all responsibilities outlined in the Job Description. We would discourage you from deselecting yourself if you are in doubt about meeting all the criteria. Instead, if you have specific questions about the role, please email John Sanger at johns@eastsidepeople.org. Having a call of this kind will not influence the success or otherwise of your application.

The closing date for applications is **Friday 25th July** with online shortlisting interviews with Eastside People taking place throughout the recruitment process and the week after. Face-to-face interviews with the recruitment panel at Suffolk FA will take place between the 1st and 6th of August.

Suffolk FA is an equal opportunities organisation. We actively welcome applications from individuals of all backgrounds, cultures, beliefs, and lived experiences. We strive to reflect the diversity of the communities we serve and are committed to equity and inclusion at every level of our governance.

We are proud to be a Disability Confident organisation. If you have a disability or require reasonable adjustments during the application or interview process, please contact us so we can support you appropriately.



Eastside People



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