



Community Sports Trust

Underwood House, 1A Thomas Layton Way, Brentford, TW8 0SB

Email: enquiries@brentfordfcst.com

Charity Number: 1112784

Company Number: 05602833

brentfordfcst.com



Job Description

Role: Brentford FC Community Sports Trust Trustee (x3)

Term: 3 years (Renewable for up to 9 years)

Time Commitment: 1-2 days per month on average.

Trustees will be expected to attend at least 4 in-person Board meetings per year. Plus at least 4 subgroup meetings and 2/3 Strategy Days per annum, as well as visiting programmes in action that the Board delivers and attending bi monthly events. Depending on the skill set offered by individuals, Trustees will also have regular additional meetings with Officers in specialist areas to help shape strategy.

Remuneration: This is an unpaid role, but reasonable expenses incurred are refundable in accordance with BFCCST's Trustee Expenses policy.

Brentford FC Community Sports Trust

With our community work spanning more than three decades, Brentford FC Community Sports Trust has established itself as a pioneering organisation for the local community. It uses the power of sport to educate, motivate and inspire people from all backgrounds.

Working in partnership with Brentford FC, BFCCST creates and delivers a range of exciting, progressive and socially inclusive programmes that achieve outcomes in sports participation, health and wellbeing, education, employability specialist support and community engagement. We have won the 'Football League Community Club of the Year' award four times and have cemented our reputation as a community-led Football Club. In March 2024 BFCCST won the Community Project of the Year Award at the London Football Awards.

BFCCST is led by a Chief Executive Officer, supported by a Leadership Team and over 150 full-time and part time staff and volunteers.

Located within a purpose-built office, education and event space adjacent to the Brentford FC Community Stadium, and a sports hub and office at Gunnersbury Park, BFCCST is in an exciting period of expansion with a remit to engage more people and communities west of London, aligned with Brentford Football Club's strategic plan for growth.

Join us as we grow our community development model with new breadth and depth, linking opportunities, evolving participants and staff, and connecting communities.





Capability Code of Practice (CCOP)

BFCCST is committed to working within the governance framework set out by the Premier League Charitable Fund (PLCG) and the English Football League Trust (EFL Trust) in their Capability Code of Practice (CCOP), which requires a rigorous approach to good governance and management and the need for continuous improvement.

Overview of BFCCST Trustees Responsibilities:

At all levels, BFCCST governance offers support and challenge to leaders and managers within the organisation. The Board of Trustees has overall responsibility for the strategic direction of BFCCST and operates according to the terms laid out in the Articles of Association.

Together our Trustees are accountable for ensuring BFCCST's:

- strategic leadership
- accountability and assurance, and
- strategic engagement

through:

- Agreeing a strategy which supports BFCCST ambitions for delivering social value for its communities and enabling the future work of the organisation
- Ensuring BFCCST strategy provides a framework for setting priorities, implementing and ensuring accountability, monitoring progress in achieving BFCCST mission, addressing strategic challenges, managing risk and connecting and responding to its participants, parents and carers, and the communities they serve
- Promoting an inclusive organisation approach to participant and staff well-being, inclusion, safeguarding arrangements, and child and adult protection
- Working collectively and collaboratively to bring effective challenge and a diverse range of perspectives for robust decision-making.

Responsibilities

- To attend meetings of the Board and other occasional events arranged by the BFCCST Board. (eg an annual Strategy Day).
- To sit on one or more Sub-groups of the Board and to attend and participate fully in those meetings, including devoting the necessary time beforehand.





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- To participate actively and constructively in meetings of the Board and the appropriate Sub-groups and, in doing so, to assist the Board in its oversight of BFCCST activities and effectiveness of management.
- To abide by the 'Seven Principles of Public Life' and to declare any relevant financial, business and personal interests in accordance with the Register of Interests approved by the Board.
- To contribute to the strength of the Board by bringing an external perspective and experience to the Board's oversight of BFCCST but to stop short of giving professional advice.
- To act as an ambassador for BFCCST and to foster good relations between BFCCST at all levels and the local communities served by BFCCST and relevant external stakeholders.
- Always to act in the best interests of BFCCST and not to speak or vote as if mandated by other persons or bodies
- To support the Safeguarding & Welfare of all BFCCST beneficiaries and staff
- Take an active role in supporting BFCCST's compliance with the Premier League Charitable Fund's Capability Code of Practice (CCOP)
- Adhere and maintain confidentiality at all times
- Adhere to the Trust's Code of Conduct
- To collaborate effectively with the CEO and Leadership Team.
- Participate in training sessions related to safeguarding.
- Ensure equity, diversity and inclusion are at the forefront of decisions and behaviours

Person Specification

Personal Attributes:

- A commitment to delivering social value and to the role of BFCCST within the communities served by the organisation.
- An ability to work positively with others and debate issues, whilst maintaining a constructive atmosphere.
- An ability to adopt a strategic perspective.
- An ability to listen to other viewpoints and express ideas in a clear manner.
- A commitment to the promotion of equal opportunities.
- A steadfast commitment to safeguarding, ensuring a safe environment for all





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by upholding our policies and promptly addressing any concerns.

Skills / Experience:

- Management experience, preferably at a strategic level, gained in a medium sized or large organisation.
- Experience of team, partnership or other collaborative working.
- Exposure to a non-executive board or governing body is ideal, though not essential.
- Skills, knowledge, and experience in specialist fields that add value to the strategic development of BFCCST. These will be determined by the Board on an annual basis through the undertaking of a Board skills review.
- Experience of promoting diversity and inclusion.

We are seeking individuals who are passionate about leveraging their skills to make a significant impact in our community.

Time Commitment:

- An ability to attend all scheduled meetings, including Board and Sub-group meetings and events.
- An ability to take part in ad hoc special interest groups that are established by the Board in relation to specific projects.
- A willingness to participate in Trustee induction and ongoing development activities.
- A willingness to take part in the induction and other training of fellow Trustees.

Eligibility:

- Eligibility and fitness to serve as a Trustee will be confirmed via Companies House and the Charities Commission.
- Subject to additional background checks such as Disclosure and Barring Service (DBS) checks and police checks for any time lived or worked outside of the UK in the last 10 years
- A willingness to declare any financial, business or personal interests which could be perceived as likely to affect judgement in relation to any aspect of BFCCST's business.





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- Adherence with BFCCST Code of Conduct.

Inclusion Statement

Brentford FCCST is an organisation which values and is passionate about diversity and inclusivity. We welcome and encourage applications from qualified candidates, including those from underrepresented groups such as those from ethnically diverse backgrounds, women, those from the LGBTQ+ community and those with disabilities. Should you require any workplace accommodations (also known as 'reasonable adjustments'), you will have the opportunity to let us know at the appropriate points in the hiring process.

Safeguarding Statement

Brentford FCCST is committed to equality, the safeguarding and welfare of all children and adults at risk. This responsibility is shared by all staff and volunteers at the club, safeguarding is everyone's responsibility. Staff will be required to undertake regular safeguarding training to enable and reinforce a proactive approach to safeguarding. This role requires the post holder to apply all relevant policies and uphold the club's commitment to safeguarding vulnerable people to ensure a safe environment for all. This includes the timely reporting of any safeguarding concern to the safeguarding team. We remind those barred from regulated activity that it is an offence to apply for such positions.

Should you require any workplace accommodations (also known as 'reasonable adjustments'), you will have the opportunity to let us know at the appropriate points in the hiring process.

General Trust Accountabilities

- To ensure compliance with all relevant policies, including health and safety and safeguarding policies
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing Brentford FC Community Sports Trust
- To keep confidential any information gained regarding the Trust and its personnel
- To maintain a flexible approach to work at all times





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