



NON-EXECUTIVE DIRECTOR LEGAL



This is an opportunity for a values driven and inspiring Non-Executive Director to join the BFA Board with significant business and commercial experience as a Legal Counsel or Company Secretary possessing a deep understanding of corporate governance, and specific legal expertise relevant to the footwear industry (including ideally, commercial law, employment law and data protection) to provide independent oversight, governance, leadership, and scrutiny as part of a cohesive and dynamic Board.

S E P T E M B E R 2 0 2 5



Job title: Non-Executive Director (NED) –Legal
Company: British Footwear Association
Location: Flexible
Reporting to: Chairman of the Board
Area of Expertise: Senior leadership role as a Legal Counsel or Company Secretary.

Who we are

The British Footwear Association or BFA to use our shorthand name, has been in existence for over 125 years and is a non-profit trade Association which represents some 200 members in the British footwear sector including design, retailing, manufacturing, sourcing, distribution and services. This £16 Billion Industry is a vital part of the UK economy and employs several hundred thousand people. The BFA exists to represent footwear businesses big and small, it offers advice, education representation as well as events and opportunities to network with partners and members for the benefit of their companies. We create an environment for knowledge sharing, keeping up to date with emerging themes around trade, sustainability, routes to market, legislation etc. to help companies achieve their aims and goals.

We are looking for a Non-Executive Director

This is an opportunity for a values-driven and inspiring Non-Executive Director to join the BFA Board with significant business and commercial experience as a Legal Counsel or Company Secretary possessing a deep understanding of corporate governance, and specific legal expertise relevant to the footwear industry (including ideally, commercial law, employment law and data protection) to provide independent oversight, governance, leadership, and scrutiny as part of a cohesive and dynamic Board. As a recognised industry expert within the fashion, lifestyle apparel, footwear and accessories industries, the legal specialist would support the CEO and provide strategic input, independent oversight and expertise across a wide range of legal subjects. We are keen to talk to senior Legal Leaders with an exceptional blend of strategic and operational skills. To excel in this role, you will be a commercially astute and values-driven leader with a proven ability to shape and implement people strategies that drive business performance.

What's on Offer

Being a non-executive director with the BFA is an intellectually stimulating, meaningful role. You would be the voice for legal subjects at the BFA, embracing the challenge of delivering change at pace. An opportunity for you to make a difference and share your expertise, tackle real – world challenges and broaden your knowledge base and build a network of connections. Attending 4 Board and Committee meetings per year, as well as 8 informal catchups and any ad hoc meetings via online Teams meetings. Flexible location.

Key Responsibilities

Strategic

- Collaborate with board members to set the strategic direction of the BFA for the next 4 years, contributing and shaping decision making.

British Footwear Association

Contact

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- Provide insights and recommendations as to the key enablers for the future success of the BFA.
- Contribute to all aspects of the board agenda, bring a breadth of perspective and the ability to understand complex strategic issues.
- Build and maintain relationships with members, partners and other stakeholders, recognising the evolving nature of the industry within the UK and ensuring that the association remains relevant.
- Offer independent advice, challenge and support.

Specialist

- Act as coach and confidant to the CEO providing strategic input, independent oversight and expertise across a wide range of legal subjects.
- Leverage employment legislation knowledge into practical and actionable discussion points that can be used to support members.
- Be the first port of call for employment law related queries, working alongside the BFA's NED HR specialist and external legal partner.
- Cultivate relationships with Members supporting their legal teams.
 - Provide Independent Oversight and Strategic Guidance:
Offer objective, external perspective on the company's performance and strategic direction, contributing to discussions and decision-making processes.
 - Champion Good Governance:
Ensure the organization adheres to high standards of corporate governance and regulatory compliance.
 - Risk Management:
Use their legal expertise to identify and advise on potential legal and compliance risks, helping to mitigate them effectively.
 - Serve as a Counterbalance:
Act as a constructive challenger to the executive directors, ensuring robust debate and challenging management where necessary.
 - Uphold Fiduciary Duties:
Understand and fulfil their legal obligations to act in the company's best interests, exercising reasonable care, skill, and diligence.
 - External vs. Internal Advice: Advise the board when to seek high-quality, external legal advice for specific legal matters.
- Contribute to board committees and actively participate in relevant meetings (both virtual and in- person).
- Attend the Annual General Meeting.
- Advise on the contents of the BFA's Articles of Association and any related queries.
- Commit to a specified term of office, see Term below*
- Promote the highest standards of integrity and corporate governance.
- Act as an ambassador for the organisation within the Footwear Industry.



Experience & qualifications required

- Board-level experience or demonstrably Board-ready.
- Extensive (10+ years) senior expertise in leadership and influential roles focused on driving company legal strategies that deliver real impact.
- Educated to degree level or equivalent and hold a legal qualification.
- Legal experience gained in complex organisations where influencing and persuasion skills are needed to deliver successful outcomes.
- Robust understanding of employment legislation.
- Strong knowledge of the data protection and UK GDPR regulations and requirements is needed.
- Reputation for building strong relationships with key stakeholders, including employees, consumers, suppliers and communities.
- Deeply committed and passionate about fostering meaningful change in the footwear industry creating a positive legacy for future generations.
- Demonstrated success in leveraging data for strategic and financial improvement.
- The ability to liaise, present, negotiate and discuss at Board Level.
- Solid and detailed P&L Management experience in a commercial environment.
- A strong understanding of robust governance and compliance regulations.
- Strategic management experience thinking and decision-making skills gained from previous roles.
- The successful applicant should be up for a challenge.

Personal attributes required

- Confident and agile with strategic decision making.
- Strong leadership and influencing skills.
- Team player with strong influencing skills.
- Capable of 'rolling up their sleeves' and 'doing' tasks as well as strategy and planning.
- Pragmatic with the ability to offer practical and common-sense advice and solutions.
- An excellent communicator and motivator.
- Discretion and integrity in handling sensitive matters.
- Ambitious with a high energy level.
- An achiever - to be simultaneously a strategist and a doer.
- Maturity and credibility.
- Sense of humour.
- Strong commitment to the role and the board.

***Term:** The normal term of service for Board members of BFA is for 4 years with a potential to renew for a second term giving a maximum service of 8 years. Board members may indicate their wish to remain on the Board at the end of the first 4-year term and the remaining active Board members will vote to accept or decline.

We believe in fair treatment of all our employees and commit to promoting diversity in our employment practices. We do not discriminate in employment based on race, religion, sexual orientation, national origin, political affiliation, disability, age, marital status, medical history, parental status or genetic information. We base all our employment decisions on merit, job requirements and business needs.