**Amateur FA**

**Inclusion Advisory Group Member Application Pack**

****

Dear applicant,

Thank you for reading our Inclusion Advisory Group (IAG) member application pack.

The Inclusion Advisory Group is key in promoting football for everyone and enables the Amateur FA to increase awareness, understanding and knowledge of inclusion, equality and diversity, so that we will better meet the needs of all our communities who take part in football and ultimately our business.

The IAG will be made up of representatives from across grassroots football with knowledge and experience of specific aspects of equality, diversity and inclusion such as:

* race
* gender equality (not the development of women's football)
* disability equality (not the development of disability football)
* mental health
* LGBT+
* faith communities

## The role of the IAG is to:

1. Advance equality of opportunity amongst all our football communities
2. Foster good relationships with and between all our football communities
3. Clarify regulations and sanctions related to discriminatory behaviour
4. Enable transparency and confidence when dealing with matters related to discriminatory behaviour
5. Advise the Amateur FA board

## In doing so we aim to:

* Bring a diverse perspective to the AFA
* Set clear targets within our county plan to ensure we meet the needs of the whole of our football community
* Support community engagement, consultations, development programs and disciplinary procedures
* Act as ambassadors for the AFA in our football communities
* Identify any equality issues, support the identification and delivery of solutions
* Promote and encourage the benefits of addressing equality issues within the football community
* Identify key issues and trends that will promote the growth of the game through inclusion and diversity interventions
* Promote inclusion and diversity in football
* Devise, monitor and evaluate CFA secondary key performance indicators for inclusion and diversity
* Meet a minimum of four times a year (attendance at 80% of meetings is required)

# How to Apply

If you are interested in applying to be a voluntary member of our Inclusion Advisory Group, please complete the short application form and return it by email to Samantha Brown, Football Development Officer – [samantha.brown@amateur-fa.com](mailto:samantha.brown@amateur-fa.com) by 31st October 2021.

We would appreciate if you could please complete The FA’s diversity monitoring form along with your application. Completion of this form is entirely optional; however, it does provide us with the opportunity to track the breadth and depth of the applications from different parts of the community.

If you require any further information about the Inclusion Advisory Group member role please contact Jason Kilby on [jason.kilby@amateur-fa.com](mailto:jason.kilby@amateur-fa.com) / 020 8733 2613 or Samantha Brown on [samantha.brown@amateur-fa.com](mailto:samantha.brown@amateur-fa.com) / 020 8733 2613.

The Amateur FA is committed to equality of opportunity and welcome applications from all sections of the community. A copy of our equality policy can be found here - <https://www.amateur-fa.com/about/inclusion>

# Inclusion Advisory Group Member Role Profile

|  |  |
| --- | --- |
| **Role Title:** Inclusion Advisory Group Member | **The Group will report to:** Amateur FA board (a member of the IAG will have a place at board meetings) |

|  |  |
| --- | --- |
| **Role Purpose:**  **To be part of an Inclusion Advisory Group whose role is to:**   1. Advance equality of opportunity amongst all our football communities 2. Foster good relationships with and between all our football communities 3. Clarify regulations and sanctions related to discriminatory behaviour 4. Enable transparency and confidence when dealing with matters related to discriminatory behaviour 5. Advise the Amateur FA board | |
| **Key skills and experience required: Essential**   * To be able to identify key issues and trends that may help to promote the game through inclusion and diversity interventions * Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds * To be able to identify key equality issues and to support the identification and delivery of solutions * To be able to successfully network with key staff and contacts within the County FA and the area in which the County FA operates * To be a positive team player within a group that will provide direction to council members, directors and   staff of the County FA | **Key skills and experience required: Desirable**   * Possess a good understanding of grassroots football * Consumer-facing on the basis that everyone is a customer and therefore a consumer * To be able to undertake a utilise relevant research and analyses data, as required, to assist in making informed decisions * A degree of experience of the sports/football industry * Knowledge of how to utilise and use appropriate and relevant social media * Basic and relevant presentation skills (if required) * To have knowledge of the key legislation aspects of inclusion and diversity and to be able to promote inclusion and diversity as part of a group. |

|  |  |
| --- | --- |
| **Person specification:**  **Essential**   * Ability to communicate effectively and confidently, both in written form and verbally * Positive attitude to the requirements of the role * Capacity to handle confidential information sensitively * Amiable manner * Ability to work as part of a team group * Ability to work in a professional manner as a representative of the County FA * Ability to meet and work outside of   normal working hours if required | **Person specification:**  **Desirable**   * To have existing positive contacts within the sports/football industry and the wider community * To have a positive nature * To have existing contacts with the local business community * To have existing contacts within local community groups * To have a knowledge of existing equality groups in the local area and who to contact |

**Inclusion Advisory Group Member Application Form**

## Section 1 - Personal Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name** |  | | **D.O.B** | |  |
| **Address** |  | | | | |
|  | | **Post code** | |  | |
| **Email Address** |  | | | | |
| **Contact Tel (Home)** |  | **Contact Tel (Mobile)** | |  | |
| **Connection with football**  **(if any)** |  | **Occupation** | |  | |

**Do you have a valid driving licence?** Yes/No (Please circle)

## Section 2 - Relevant Experience

**Please give brief bullet points of your experience in grassroots football. Include details of any voluntary and paid experience (highlighting areas relevant to equality, inclusion and diversity).**

**Section 3 - Reasons for applying**

**Please give brief bullet points of why you would like to become a part of the Inclusion Advisory Group (IAG). Please feel free to relate this to your career, hobbies, aspirations and philosophy.**

Please indicate your availability either of the below dates should you be contacted to discuss your application:

Thursday 4th November 2021, between 1pm and 5pm

Friday 5th November 2021, between 9am and 11.30am

Available for both dates

An IAG Strategy Workshop will be held on Monday 22nd November 2021, 2pm – 6pm. The venue is TBC but will be London. Please indicate if you are available to attend:

YES NO

**Declaration**

I am applying for a voluntary Inclusion Advisory Group member role at the Amateur FA. I understand, should I be successful, that we have not entered into an employment contract and the terms are not legally binding.

I agree that the Amateur FA may hold and use personal information about me for volunteering reasons and may keep in touch with me. I understand this information, may be stored on file and computer files and will be retained in accordance with data protection legislation.

If your role with IAG has involvement with persons under 18 the Football Association expects you to undertake a Criminal Records Bureau (CRB) check.  
  
Have you undertaken an FA enhanced CRB check?

Yes / No

If so please give date of check:

If you haven’t, do you agree to a FA CRB check if deemed appropriate? This will be at the Associations cost.

Yes / No

Signature: Date:

Thank you for your interest and for taking the time to complete the application form. Please send your application by email to [samantha.brown@amateur-fa.com](mailto:samantha.brown@amateur-fa.com)

# Equality and Diversity Monitoring Form

Amateur FA is committed to working towards equality of opportunity. One of the ways in which we do this is by collecting information which we can use to monitor the fairness of our processes through analysis and statistical reports and in developing future ways of working.

We hope you will help us by completing this form, but please be aware that completing the form is entirely voluntary and, if you chose not to complete it, this will not affect your application.

This form does not ask you to give your name and any information that you chose to provide will be strictly confidential.

**Which of the following best describes your ethnic origin?**

*Please select the one answer which best describes you*

**White**

* White British (English, Welsh, Scottish, Northern Irish)
* White Irish
* White Gypsy or Irish Traveler
* Other White (please specify)

**Mixed**

* White and Black Caribbean
* White and Black African
* White and Asian
* Other Mixed / Multi-ethnic background (please specify )

**Asian or Asian British**

* Indian
* British Indian
* Pakistani
* British Pakistani
* Bangladeshi
* British Bangladeshi
* Chinese
* British Chinese
* Other Asian/Chinese background (please specify)

**Black or Black British**

* Caribbean
* British Caribbean
* African
* British African
* Other Black background (please specify)

**Arab**

* British Arab (English, Welsh, Scottish, Irish)
* Other Arab background (please specify )

**Other Ethnic Group** (Please specify)

**Would rather not say**

**Which of the following best describes your religious belief?**

*Please select one answer*

* Non-religious
* Buddhist
* Christian
* Hindu
* Muslim
* Jewish
* Sikh
* Other (Please specify)
* Prefer not to say

**Are you …?**

*Please select one answer*

* Male
* Female
* Another description
* Prefer not to say

If you prefer your own term please provide this here:

**Do you identify as trans?**

Yes

No

Another description

Prefer not to say

If you prefer your own term please provide this here:

Which of the following options best describes how you think of yourself?

*Please select one answer*

* Bisexual
* Heterosexual or straight
* Gay man
* Gay woman or lesbian
* Another description
* Prefer not to say

If you prefer your own term please provide this here:

**Are you disabled?**

*Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people including those with cancer, multiple sclerosis and HIV/AIDS are automatically protected as disabled people by the Act.*

* Yes
* No
* Prefer not to say