



# Recruitment Pack for Appointment of Berks & Bucks FA Independent Chair of Inclusion Advisory Group

Dear Applicant,

In December 2012, The FA Board approved English Football's Inclusion and Anti-Discrimination Action Plan 2013-17. This was an important moment as it was the first time that all parts of the game (The FA, Premier League, Football League, Professional Footballers Association, League Managers Association, Professional Game Match Officials Limited and the Referees Association) had come together with a comprehensive plan to promote inclusion and tackle discrimination in all its forms.

Fast forward six years and The FA announced a new three-year equality, diversity and inclusion plan called 'In Pursuit of Progress' in August 2018, as part of our commitment to ensure the diversity of those leading and governing football better reflects what we see on the pitch in the modern game today.

Berks & Bucks FA has developed an Inclusion Advisory Group (IAG) to provide advice and guidance on all equality matters to the County FA and to provide strategic oversight of the delivery of its operations plan in a county-wide inclusive way which includes all sections of all communities. Our members are passionate individuals from a variety of backgrounds, experiences and perspectives to help guide and drive our work for everyone.

**We are currently looking to recruit an Independent Chair who will Lead the IAG to support our organisation & football across the county. The successful person will have significant knowledge and experience of operating at a strategic level in either the Public or Private Sector and equally bring a breadth and depth of knowledge or experience in equality matters.**

**You will need to be able to think strategically and have the capacity to guide the implementation of local inclusion provisions. You will need to be an advocate of the role of football within inclusion and anti-discrimination with a proven ability to work collaboratively and challenge constructively.**

**It is an exciting, but challenging opportunity with the incentive of shaping Berks & Bucks FA's inclusion work and positively impacting the landscape of football at every level.**

The pack includes the following:

1. The role advertisement
2. A potential IAG Terms of Reference
3. The role profile
4. How to apply – the application form
5. County FA Equality and Diversity Form

The pack provides all the necessary information that you require to submit an application. Should you have any questions about the role, or require clarity on the recruitment pack, you can contact Liz Verrall - CEO, [Liz.Verrall@Berks-BucksFA.com](mailto:Liz.Verrall@Berks-BucksFA.com)

## Our Organisation

Berks & Bucks FA is the local governing body for football covering Berkshire & Buckinghamshire. Our role is simple, to lead, protect and support an individual's journey in football by inspiring a lifelong relationship with the game. Football has the power to Change Lives and Connect People, and this is why we do what we do. These are exciting times for the County FA as we support football's response and recovery from Covid and make an impact on our new three-year strategy and a planned relocation of the County FA office. The successful candidate for this role will be instrumental in helping the County FA to achieve our ambitions. You can find out more about Berks & Bucks FA and the work we do on our website at: [www.Berks-BucksFA.com](http://www.Berks-BucksFA.com)

### Inclusion Advisory Group Independent Chair Application

#### Voluntary/Expenses

We are looking for a dynamic, self-motivated and proactive individual who wants to make a positive contribution to the governance of grassroots football in the football boundaries of Berkshire & Buckinghamshire.

The Chair will use their experience to **lead** and steer the group to promote Inclusion and Diversity throughout the organisation, ensure the group is focused and provide advice and guidance in relation to the challenges that we face in local football.

The Inclusion Advisory Chair will report to the Board on all issues relating to Inclusion, Equality and Diversity via the Non-executive Director for Inclusion.

There will be a minimum of four IAG meetings each season (although this could change according to need) as well as communication between meetings to support the County in delivering the National Game Strategy and its contract with The FA. There will also be a requirement to attend the National County FA Inclusion Day annually.

The Inclusion Advisory Group (IAG) will embed inclusion into the Berks & Bucks FA, through support and advice on all issues of diversity and equality within the strategic and operational workings of County FA and is of paramount importance in the new BBFA Strategy "Connecting The Game" 2021-24

The successful applicant must also be able to demonstrate excellent communication and influencing skills.

#### What can we offer?

- o An exciting opportunity to be part of a forward thinking, progressive business.
- o To work with key stakeholders within the grassroots and game.
- o A commitment to empowered and supportive personal development.
- o Travel expenses when attending meetings

#### How to apply:

Applications will be accepted upon the completion of the application form contained in this recruitment pack. It is essential that applicants clearly demonstrate their ability to meet the requirements of the role, explaining how their experience and technical skills will assist them.

Recruitment for the voluntary role will be based on both the technical ability to fulfil the role and also the following key organisational behaviours:

- o Progressive
- o Respectful
- o Inclusive
- o Trusted
- o Inspired

We would appreciate if you could complete our Online Diversity Monitoring form <https://forms.office.com/r/P460vYqdRs> along with your application.

Completion of this form is entirely optional however it does on a generalised level provide the Association with the opportunity to track the breadth and depth of the applications from different parts of the community. This form should be filled out anonymously and sent to us separately to your application form. This data is collected and collated anonymously.

#### The interview process:

The date for applications to close will be at 5pm on Tuesday 1st March 2022

Applications will be shortlisted and we will invite some candidates for an interview.

The interviews will take place week commencing 21st March and will be held online. We can be flexible with interview times where required.

A formal induction process will take place once we have appointed an IAG Chair.

This process will be adapted for anyone who has a disability or any other accessibility requirements.

#### Other important information:

The County FA is committed to safeguarding children, young people, and adults at risk. While this role is not subject to a DBS, the successful candidate will be expected to undertake safeguarding training and qualifications.

The County FA welcome applications from all parts of the community.

## **Inclusion Advisory Group Terms of Reference**

### **Purpose**

The Inclusion Advisory Group aims to embed inclusion into Berks & Bucks FA, through support and advice on all issues of diversity and inclusion within the strategic and operational workings of the organisation.

### **Membership**

The membership will go through an application process. Members should where possible represent the diversity of County FA and cover the range of protected characteristics, but as if not more important is diversity of thought, voice and action. All Independent members are volunteers and are paid reasonable travel expenses.

The IAG reports directly to the Board via the Independent Non-Executive Board member for Inclusion.

### **Role**

The role of the Inclusion Advisory Group is to:

1. Provide support and advice on the County Plan and the likely impact it may have on under-represented communities within County FA, e.g. diverse ethnic communities, women and girls, people with impairments, LGBT and faith communities and people of all ages.
2. Advise on specific interventions to increase participation by the whole community to address gaps in provision and grow the game.
3. Foster good relationships with the local community, so that football can be used to create positive sporting opportunities, bring diverse people together and increase participation for all.
4. Monitor and review the impact of the County FA's work in relation to equality through the County plans and working towards achieving the next level of the Equality Standard.

### **Means**

In supporting the role as defined above, the Inclusion Advisory Group may:

1. Analyse data to provide intelligence and support recommendations for County FA.
2. Consult on and support the county planning process, including the setting of business objectives and targets which ensure that the needs of all communities are considered, catered for and met where possible. This will include being responsible for the development and implementation of a new Inclusion Action Plan for County FA.
3. Provide support to County FA's community engagement, consultation, development programme and disciplinary procedures.
4. Act as Ambassadors as appropriate for County FA.
5. Bring a diverse and inclusive perspective, mindset and culture to County FA.
6. Identify key equality issues and support the identification and delivery of solutions.
7. Advocate the benefits of addressing equality issues.
8. Assess and advise on equality impacts arising out of county plans.
9. Coordinate consultation sessions with the wider community in relation to annual county plans and general football inclusion issues.
10. Identify key issues and trends that may promote the growth of the game through inclusion and diversity interventions.
11. Promote inclusion and diversity in football.
12. Devise, monitor and evaluate County FA secondary Key Performance Indicators for inclusion and diversity.
13. Meet four times a year (as a minimum) in an appropriate format for the members of the group.

These Terms of Reference will be reviewed on annual basis with the first review taking place on the appointment of a new IAG Chair.

# Berks & Bucks FA

## Independent Chair of Inclusion Advisory Group

### Role Profile

<b>Role Title</b>	Independent Chair of Inclusion Advisory Group
<b>Reports to</b>	Chair of the Board of Directors

<b>Role Purpose</b>	
	<ul style="list-style-type: none"> <li>o To lead and support an effective, constructive and cohesive Inclusion Advisory Group.</li> <li>o To assist the IAG Members &amp; County FA Leadership to plan, lead and develop a strategic vision for inclusion in football within the County.</li> <li>o To report and feedback effectively on the delivery of Inclusion to County FA Council and Board.</li> </ul>
<b>Direct Reports</b>	Member of the Inclusion Advisory Group.

<b>Location</b>	The Post will work remotely at the discretion of the post holder. The post holder will be required to attend meeting and work from the office as and when agreed
<b>Estimated time commitment to fulfil the role</b>	The role requires a commitment to attend a quarterly Inclusion Advisory Group meeting and additional working groups/meetings as required
<b>Remuneration or Expenses</b>	<p>Reasonable Expenses will be paid for County FA/IAG related business, in line with the current Expenses Policy of Berks &amp; Bucks FA</p> <p>Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.</p>

<b>Responsibilities</b>	
	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>o Represent the IAG at Board as required.</li> <li>o Attend any national or regional FA inclusion events (where possible and relevant).</li> <li>o Attend County FA Meetings as and when required and when reasonable.</li> </ul>

### **Agendas, Papers/packs and Presentations**

- Support the recruitment of and inspire the very best and talented IAG team possible.
- Ensure the performance of the IAG is measured and accountable where possible.
- Prepare the Agenda for IAG meetings.
- Work closely with the County FA CEO and other key County FA staff to ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all County FA work and staff.
- Ensure that IAG action points are documented and actioned.

### **Strategy & Vision**

- Support work around maintaining the current and/or progressing to the next level of the Equality Standard for Sport, including the creation of a robust Equality Action Plan to sit alongside, compliment and be part of County FAs wider operations plan.
- Liaise with staff members and the IAG Working Group to ensure IAG work supports the attainment of FA and Internal KPIs.

## **Person Specification**

### **Skills and Knowledge**

#### **Essential**

- Have a working knowledge of the key legislation around inclusion and diversity
- Use your influencing skills to Promote inclusion and diversity as part of a group
- Identify key issues and trends that may help to promote the game through inclusion and diversity interventions
- Ability to meet and work outside of normal working hours
- Successfully network with key staff and contacts within the Association and the areas in which the Association operates
- Ability to think strategically to drive positive change.
- Be able to plan, drive and Chair meetings
- 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
- Ability to work in a professional manner as a representative of the Association.

#### **Desirable**

- A degree of experience of the sports/football industry
- Have existing positive contacts within the sports/football industry and the wider community
- Have existing contacts within local community groups
- Have knowledge of existing equality groups in the local area
- Ability to review and analyse data to assist in making informed decisions
- Ability to work strategically to engage under represented communities
- Experience of strategy planning/consultation
- Good presentation skills

<b>Enhanced DBS Check required?</b>	NO
<b>Clean full driving licence?</b>	NO

**The Role Holder will be expected to understand and work in accordance with the values and behaviours described below**

<b>BBFA Value</b>	<b>Behaviours</b>
<b>PROACTIVE</b>	<p><b>Embraces new thinking in pursuit of continuous improvement</b></p> <ul style="list-style-type: none"> <li>o Identifies the need for, and actions change in direction, practice, policy or procedure</li> <li>o Questions the way things are done and takes informed risks</li> <li>o Continuously seeks to improve efficiency and performance</li> </ul>
<b>RESPECTFUL</b>	<p><b>Sets the standards for respectful behaviour across the game</b></p> <ul style="list-style-type: none"> <li>o Maintains people's self-esteem when interacting with them</li> <li>o Avoids pre-judgement when listening to suggestions from others</li> <li>o Seizes the opportunity to apply FA standards at all times</li> </ul>
<b>INCLUSIVE</b>	<p><b>Champions and ensures that football is, and will remain, a game for everyone</b></p> <ul style="list-style-type: none"> <li>o Openly collaborates with colleagues and partners in the game</li> <li>o Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>o Seeks out and embraces new ways of thinking and working</li> </ul>
<b>TRUSTED</b>	<p><b>Tenacious and accountable. Serving the whole game and doing the right thing</b></p> <ul style="list-style-type: none"> <li>o Works relentlessly to overcome roadblocks or obstacles to achieve the goal</li> <li>o Remains focused on seeing agreed goals through to completion taking pride in their work</li> <li>o Maintains motivation for their team and themselves</li> </ul>
<b>INSPIRED</b>	<p><b>The very best outcome achieved by sustained excellence in performance</b></p> <ul style="list-style-type: none"> <li>o Seeks to achieve the highest levels of performance at all times</li> <li>o Can be persistent to achieve a standard that others consider impossible</li> <li>o Challenges others to go further and achieve more</li> </ul>



# Application Form

## Personal Details

<b>Surname:</b>				<b>Forename:</b>			
<b>Address:</b>							
<b>Postcode:</b>							
<b>Home Telephone No:</b>			<b>Daytime No:</b>				
<b>Mobile No:</b>							
<b>Email Address:</b>							

Please tell us how you meet the IAG Chair role profile as shown above.

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**Please tell us your reasons for wanting to lead the Berks & Bucks Inclusion Advisory Group.**

**Please give details of any other skills (professional/life skills), interests or experience you have that may be beneficial to you undertaking this role with County FA.**

Please complete and return this form via email, with your CV (optional) to [Liz.Verrall@Berks-BucksFA.com](mailto:Liz.Verrall@Berks-BucksFA.com) or alternatively post your application to Berks & Bucks FA, Stratton Court, 1 Kimber Road, Abingdon. OX14 1SG.

We would appreciate it if you could complete our optional, anonymous Equality Monitoring form <https://forms.office.com/r/P460vYqdRs> to assist the Association in monitoring its Equality, Inclusion & Diversity activities.

Closing date for applications: **Tuesday 1st March**

Applicants will be invited to interviews w/c **21st March**