**Role Profile**

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| **Job Title:** | Independent Chair of Inclusion Advisory Group | **Reports To:** |  | **Grade:** | **N/A** |

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| **Role Purpose:** | |
| To Chair the Inclusion Advisory Group, whose role is to:   * To lead and support an effective, constructive and cohesive Inclusion Advisory Group * To assist the IAG Members and all Essex County FA staff to plan, lead and develop a strategic vision   for inclusion in football within Essex   * To report and feedback effectively on the delivery of Inclusion to Essex FA Council and Board, with   commitments to the Board on a monthly basis. | |
| **Direct Reports:** | N/A |

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| **Key Accountabilities:** |
| **Governance**   * To represent the IAG on the Essex FA Board and/or Council * To attend any national or regional FA inclusion events (where possible and relevant) * To attend Essex FA Meetings as and when required and when reasonable   **Agendas, Papers/packs and Presentations**   * To support the recruitment of and inspire the very best and talented IAG team possible * To ensure the performance of the IAG is measured and accountable where possible * To prepare the Agenda for IAG meetings * To work closely with the Essex FA CEO, CDM, Inclusion Officer and all Essex FA staff where relevant to   ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all  Essex FA work and staff   * To ensure that IAG action points are documented and actioned.   **Strategy & Vision**   * To 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 Essex FAs wider operations plan.   * To liaise with staff members and the IAG Working Group to ensure IAG work supports the attainment   of FA and Internal KPIs |

**CFA Values and Behaviours – UNITE**

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| **Values & Behaviours:** | |
| **UNDERSTANDNG** | ***Supportive, Empathetic, Knowledgeable***   * Sensitivity, openness and awareness of others * High levels of self-awareness * Champions use of data and insight to drive decision making |
| **NEW INNOVATIONS** | ***Inspiration, Creative, Commitment***   * A pro-active, solution focused and positive mind-set * Demonstrates confidence, with the ability to gain respect and attention * Acts with the future in mind and embraces innovation |
| **INTEGRITY** | ***Trust, Honesty, Transparency, Ownership***   * Interested and inquisitive mind-set * Resilient in times of challenge and change * Takes ownership, holding self and others accountable |
| **TEAMWORK** | ***Focus, Challenge, Collaborate, Learn, Share, Feedback***   * Willingness to learn, challenge and change * Determination and drive to succeed |
| **EXCELLENCE** | ***Customer Service, Attention to Detail, Hardworking, Strategic, High Performing***   * Thinks critically with creativity and strategic awareness * Performs highly, consistently and efficiently in line with strategic aims of organisation |

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| **Knowledge/Experience/Technical Skills:** | |
| **Essential**   * Have a working knowledge of the key legislation around inclusion and diversity * 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 Essex FA and the areas in which   Essex FA operates   * 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   * Work as part of a team * Ability to work in a professional manner as   a representative of Essex FA | **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 |

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| **Safeguarding:** | |
| Inclusion Advisory Group members are expected to lead by example and support the embedding of safeguarding into football. They have the responsibility to act and report concerns that they observe or are informed of.  Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?    NO | |
| **Enhanced DBS Check Required:** | NO |
| **Clean Full Driving Licence:** | Useful but not essential |

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| **Created by:** | *Brendan Walshe, Chief Executive* |
| **Date Role Profile Created:** | October 2020 |
| **Signed by Role Holder:** |  |

*This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.  The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.*