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**Person Specification**

**Position:** Professional Clubs Equality Officer

**Salary:** £30,000

**Area:** Southern region

**Office:** Option to work at home or be based at Kick It Out office in central London

**Responsible to:** Programmes Manager

***Necessary skills***

* Ability to provide professional football clubs with authoritative guidance and support across all areas of equality, diversity and inclusion, including a thorough understanding of the nine protected characteristics (as set out in the Equality Act 2010)
* Strong understanding of the E&D challenges in professional football
* Knowledge of Premier League Equality Standard
* Knowledge of English Football League Code of Practice
* Knowledge of professional football clubs’ working environments
* Excellent verbal and written communication skills; including presentation skills
* Ability to engage with Senior Executives and Board Members of professional clubs
* Confidence to communicate effectively to a wide range of audiences and management levels
* Ability to establish strong working relationships with a wide range of stakeholders in a short timeframe
* Strong IT skills
* Capable report writing skills
* Highly developed organisational skills; including the maintenance of records

*Desirable skills*

* Account management skills
* Knowledge of data protection
* Ability to engage with the strategic direction of Kick It Out
* Awareness of football authorities and their operational structures
* Project management skills
* Questioning and listening skills
* Problem solving skills

***Necessary experience***

* Experience in complex management systems
* Minute writing in meetings
* Experience of using all MS products, including Office, Excel and Powerpoint
* Experience of working within sport
* Experience of engaging with diverse community groups
* Experience of matters relating to equality

*Desirable experience*

* Experience of assessing against an Equality Standard in Sport (or other context) and/or experience of working towards an Equality Standard.
* Experience of dealing within professional football
* Experience of quality assurance systems
* Experience of audit preparation
* Experience of working for an equalities organisation
* Experience of working with professional football club’s inclusion initiatives

***Necessary knowledge, qualifications and personal qualities***

### A proven commitment to equality and to the aims and values of Kick It Out

### The ability to work on own initiative and as part of a team

* Commitment to work evenings and weekends as required
* Knowledge of the issues of inequality in football
* Willingness to travel ~~if~~ as required
* Understanding of data protection, sensitivity and confidentiality
* Capability of working under pressure and to tight deadlines

*Desirable knowledge, qualifications and personal qualities*

* Knowledge of the impact football can have in educational, citizenship and social inclusion agendas
* Knowledge of inclusion and anti-discrimination programmes run by the football bodies e.g. The Football Association, the Premier League, English Football League, Women’s Super League, Professional Footballers’ Association and/or League Managers Association
* Understanding of being able to fulfil role whilst adhering to the budget constraints of a registered charity