

## Staffordshire FA – Chair of Inclusion Advisory Group

<b>Role Title:</b>	Chair of Inclusion Advisory Group		
<b>1. Role Purpose</b>			
<ul style="list-style-type: none"><li>• To deliver an effective, constructive and cohesive Staffordshire FA Inclusion Action Plan</li><li>• To report on the delivery of Inclusion as part of our Strategy ‘Untying the Knot’ to key stakeholders and the Staffordshire FA Board</li><li>• To assist the IAG Members and the Staffordshire FA Inclusion Officer to effectively plan, lead and develop a strategic vision for inclusion in football within Staffordshire.</li></ul>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<b><u>Governance</u></b> <ul style="list-style-type: none"><li>• To represent the IAG on the Council of Staffordshire FA.</li></ul>			
<b><u>RDT Agendas, Papers/Packs and Presentations</u></b> <ul style="list-style-type: none"><li>▪ To support the recruitment and inspire the very best and talented IAG team possible.</li><li>▪ To develop clear roles for the IAG members and ensure the performance of the IAG is measured and accountable.</li><li>▪ To assist in the preparation of the Agenda for IAG Meetings and check minutes for accuracy.</li><li>▪ To work closely with the Inclusion Officer to ensure resources are effectively prioritised for inclusion success.</li><li>▪ To ensure that IAG action points are documented and actioned.</li></ul>			
<b><u>Strategy and Vision</u></b> <ul style="list-style-type: none"><li>▪ To ensure the Inclusion Action Plan for Staffordshire is effective and importantly, being delivered.</li><li>▪ To attend FA Meetings as and when required.</li><li>▪ Assist with the implementation of the annual Staffordshire FA Operational Plan, ensuring inclusion is embedded.</li></ul>			
<b>3. Knowledge/Experience/Technical Skills/Behaviours</b>			
<b>a) Knowledge/Experience/Technical Skills</b>			
<b>Essential:-</b> <ul style="list-style-type: none"><li>• Have credible knowledge and experience in Inclusion and Equality.</li><li>• Be able to demonstrate the ability to plan, drive and deliver / chair meetings.</li><li>• The ability to demonstrate SFA’s five core values; Insightful; Innovative; Inclusive; Influential; Inspirational</li></ul>		<b>Desirable</b> <ul style="list-style-type: none"><li>• Knowledge and experience of working with Staffordshire FA Member Clubs and Leagues.</li><li>• Knowledge of League and Club Structures</li><li>• Understanding of Regulations and Sanctions</li></ul>	

<ul style="list-style-type: none"> <li>• An excellent knowledge of The FA Inclusion and Anti-Discrimination Action Plan.</li> <li>• A high level of understanding of Staffordshire FA's Vision &amp; Purpose.</li> <li>• Experience of implementing policies, protocols and guidance.</li> <li>• Excellent IT skills and ability to interact remotely via WebEx/Skype.</li> <li>• Excellent communications and presentation skills.</li> <li>• Excellent interpersonal, communication and team working skills.</li> <li>• Excellent time management skills with the ability to meet/exceed deadlines.</li> <li>• Ability to work independently and deal with and manage conflict.</li> <li>• High level of administration and organisational skills with the ability to co-ordinate delivery</li> <li>• Diplomacy and the ability to deal with confidential information.</li> <li>• Knowledge and understanding of Sports equity and equality</li> <li>• A Full clean driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Staffordshire FA Membership Scheme</li> <li>• Knowledge of other Partnerships and Stakeholder engagement.</li> <li>• Knowledge of non-traditional organisations that support volunteers in the grassroots game.</li> <li>• Knowledge of interactive technologies that support the grassroots game. Participant, and EMS (Education Management System), Full Time and FA Member Services, Matchday and Whole Game.</li> <li>• Negotiating skills.</li> </ul>
<b>b) Behaviours</b>	
<ul style="list-style-type: none"> <li>• Insightful</li> <li>• Innovative</li> <li>• Inclusive</li> </ul>	<ul style="list-style-type: none"> <li>• Influential</li> <li>• Inspirational</li> </ul>
<b>Further Information</b>	
Completed by Name/Role	
Signature	
Date	