**Surrey County Football Association**

**Job Description: Inclusion Advisory Group Chair**

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| **Role** | Inclusion Advisory Group Chair |
| **Salary** | Voluntary |
| **Location** | Surrey FA Offices |
| **Reports to** | Surrey FA Board of Directors |
| **Term** | Appointment will be for a term of two years from 31st July 2019, after which applicants are eligible for reappointment for a maximum of two terms.​​ |

**Inclusion Advisory Group (IAG)**

The IAG acts as the check and balance to Surrey FA's equality, diversity and inclusion work. It will comprise of a minimum of six members and a Chair with collective 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; lesbian, gay, bisexual and transgender and faith communities.

The Inclusion Advisory Group will meet at least quarterly and is an independent Group that provides advice to the main Surrey FA Board. The IAG reports into Surrey FA Board.

**Role purpose:** We are looking for a passionate and innovative individual to chair the Surrey FA Inclusion Advisory Group. The individual will help shape the organisation’s direction of travel to ensure children, young people and adults of all backgrounds and communities can access high quality opportunities. The chairperson will lead the Inclusion Advisory Group to support our organisation in updating and delivering our Equality Action Plan and support projects across the organisation in helping to continue to achieve the Equality Standards for sport.

* Chairing the Inclusion Advisory Group, meeting on at least 4 times per year.
* Challenge and support the organisation in terms of our commitment to Equality, Diversity and Inclusion.
* Supporting in delivering the equality objectives and ensuring they are embedded across the organisation.
* Promote a culture of respect for inclusion and champion inclusion and equality issues across football.
* Provide support to Surrey FA Trustees in delivering specific programmes within individual areas of expertise.
* Check and challenge the Equality Action Plan for the organisation.
* Support with Equality Impact Assessments.
* Seek funding opportunities to support any specific equality projects.
* Promote and highlight good practise from Governing Bodies and other sports/organisations.
* Undertake such other duties as Surrey FA Board may direct from time to time.

**Time Commitment**

IAG meetings take place on a quarterly basis and you will be expected to provide support for the executive in delivering specific equality, diversity and inclusion programmes.

IAG meetings will usually be on a weekday at Surrey FA Offices, Meadowbank, Dorking, Surrey, RH4 1DX.

**Key Skills and Experience:**

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| **Essential** | **Desirable** |
| To have knowledge of the key legislation aspects of equality, diversity and inclusion and to be able to promote inclusion and diversity as part of the group | Possess a good understanding of grassroots football |
| To be able to identify key issues and trends that may help to promote the game through equality, diversity and inclusion interventions | Consumer-facing on the basis that everyone is a customer and therefore a consumer |
| Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds | To be able to undertake and utilise relevant research and analyse data, as required, to assist in making informed decisions |
| To be able to identify key quality issues and to support the identification and delivery of solutions | A degree of experience of the sports / football industry |
| To be able to successfully network with key staff and contacts within the SFA and the area in which the SFA operates | Knowledge of how to utilise and use appropriate and relevant social media |
| To be a positive team player within a group that will provide direction to Council members, Directors and staff of the SFA | Basic and relevant presentation skills |

**Person Specification:**

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| **Essential** | **Desirable** |
| Ability to communicate effectively and confidently  Positive attitude towards 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 SFA  Ability to meet and work outside of normal working hours | Committed to creating football opportunities for all, embodying our mission and delivering our vision.  Adopting innovative solutions to ensure we stay ahead of the game and meet the needs of our football community.  Work with local and national partners to offer benefits to our football community.  Connected to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do.  Applying our values of excellence, inclusion and innovation to everything. |

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