

# INDEPENDENT CHAIR

## INCLUSION ADVISORY GROUP

### RECRUITMENT PACK



**sussexfa.com**  
info@sussexfa.com

# Independent Chair Inclusion Advisory Group Vacancy

In October 2021, The FA published its new three-year equality, diversity and inclusion strategy entitled a Game for All. This strategy forms an integral part of The FA's long term commitment to create a game free from discrimination, and outlines three strategic commitments: Lead the Change, Be the Change and Inspire the Change - to ensure that tackling discrimination remains a core priority for English football for years to come.

Sussex County FA is the governing body for football across East and West Sussex and the city of Brighton & Hove. We are responsible for overseeing all aspects of the grassroots game in the County, providing the structure and support that enables our players, coaches, volunteers and referees to enjoy the beautiful game.

To support delivery of these commitments, Sussex County Football Association is seeking to recruit a new Independent Chair for its Inclusion Advisory Group (IAG) to:

- Lead and steer the IAG to promote inclusion and diversity throughout Sussex County FA; and
- Ensure a focussed and strategic approach is adopted to developing inclusive policies and practices that promote opportunities for all members of our community to engage in grassroots football across Sussex.

Having recently achieved the Preliminary level of the Equality Standards, we are looking for a new Chair to build on existing foundations to ensure that as many people as possible across Sussex have the opportunities they need to help them play, watch and volunteer in the game.

To join the team and be successful, the individual must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role. The interview panel must be convinced of the individual's passion, inspiration and professionalism for the role.

The individual will need to be able to think strategically and be an advocate on the role of football within EDI 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 the Sussex County FA's inclusion work and positively impacting the landscape of football at every level.

The successful applicant will report to the Chair of the Board of Directors.

Applicants should be computer literate, ideally have a football interest though not essential, with presentation and communication skills capable of carrying out and implementing administrative systems.

The Sussex County FA is committed to safeguarding children and adults at risk, and anyone working with us will be required to follow the Sussex County FA safeguarding policies.

### What can the Sussex County FA offer?

- An exciting opportunity to join a forward thinking, progressive business
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- A personal accident policy

This is a voluntary position with a time commitment of 10-15 hours per month, the majority of which will be evening and weekend events and meetings.

For further information on Sussex County FA and the Inclusion Advisory Group, please visit our website via the following link: [Sussex County FA](https://www.sussexfa.com)

If any questions arise about the role or clarity is required on the recruitment pack, please contact the Chief Executive of Sussex County FA, Ken Benham via [Ken.Benham@SussexFA.com](mailto:Ken.Benham@SussexFA.com) or call 01903 753547 (#230).

**Completed applications must be received before 2:00pm on Monday 21 August 2023. Interviews will be held on Thursday 31 August 2023 and Friday 1 September 2023 at Sussex County FA Headquarters in Lancing.** Please note that we are unable to acknowledge receipt of applications.

### Disability Confident

The Sussex County FA prides its-self on being an employer who are committed to supporting candidates with disabilities throughout our recruitment and selection process. We have a dedicated team to support any employee with a disability. If you require any reasonable adjustments to support your application, please do not hesitate to get in touch.

### Equality Statement

The Sussex County believe that football belongs to, and should be enjoyed by, anyone who wants to participate in it. We are committed to promoting equality within the business in every aspect of its work and we encourage applicants from all backgrounds, cultures, beliefs, and experiences to apply for this role, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.



# Role Profile

<b>Job Title:</b>	Independent Chair of Inclusion Advisory Group	<b>Reports To:</b>	Chair of the Board of Directors
<b>Direct Reports:</b>	Inclusion Advisory Group Members	<b>Remuneration or Expenses:</b>	This is a voluntary position. Reasonable expenses will be paid for Sussex County FA/IAG related business, in line with the current expenses policy.
<b>Estimated time commitment to fill the role</b>	The role requires a time commitment in the region of 10-15 hours per month. The IAG aims to meet 4-6 times per year. The Chair will also attend monthly Board meetings, and other meetings/events as required.		
<b>Location:</b>	Location of IAG meetings will be at the Chair's discretion. The Chair will also be required to attend Board meetings which may be held either in person at the Sussex County FA HQ in Lancing or online.		

## Role Purpose:

- To lead and support and effective, constructive and cohesive Inclusion Advisory Group
- To assist the IAG Members and all County FA staff to plan, lead and develop and strategic vision for inclusion in football across Sussex
- To report and feedback effectively on the delivery of Inclusion to the Board of Directors

## Key Responsibilities:

### Governance

- Represent the IAG on the County FA Board
- Attend any national or regional FA inclusion events (where possible and relevant)
- Attend County FA Meetings as and when required and reasonable

### 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 Sussex 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 and 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 the County FAs wider Operational Plan
- Liaise with staff members and the IAG to advance equality of opportunity for all groups and protected characteristics within Sussex football
- Always act to ensure the Safeguarding of children and adults at risk is paramount in all decisions and actions taken.



Essential Skills:	Desirable Skills:
<ul style="list-style-type: none"> <li>• A working knowledge of the key legislation around inclusion and diversity</li> <li>• Promote inclusion and diversity as part of a group</li> <li>• Identify key issues and trends that may help to promote the game through inclusion and diversity interventions</li> <li>• Ability to meet and work outside of normal working hours</li> <li>• Successfully network with key staff and contacts within the Association and across Sussex</li> <li>• Be able to plan, drive and Chair meetings</li> <li>• Ability to communicate effectively and confidently, both in written form and verbally</li> <li>• Positive attitude to the requirements of the role</li> <li>• Capacity to handle confidential information sensitively</li> <li>• Work as part of a team</li> <li>• Ability to work in a professional manner as a representative of Sussex County FA</li> </ul>	<ul style="list-style-type: none"> <li>• A degree of experience of the sports/football industry</li> <li>• Have existing positive contacts within the sports/football industry and the wider community</li> <li>• Have existing contacts within local community groups</li> <li>• Have knowledge of existing equality groups in the local area</li> <li>• Ability to review and analyse data to assist in making informed decisions</li> <li>• Ability to work strategically to engage under-represented communities</li> <li>• Experience of strategy planning/consultation</li> <li>• Good presentation skills</li> </ul>
Enhanced DBS required?	No
Full Driving Licence?	Yes

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

# INDEPENDENT CHAIR

## INCLUSION ADVISORY GROUP

### APPLICATION FORM

**sussexfa.com**  
info@sussexfa.com



Application number:  
(Office use only)



# APPLICATION FORM

Applications can be accompanied by a Curriculum Vitae (CV).  
The decision to invite you to attend for interview will be based  
on the information you provide on this form. Sussex County FA  
is an Equal Opportunities Employer.

Position applied for: Independent Chair of the Inclusion Advisory Group

## Personal details *(please complete in BLOCK CAPITALS)*

First Names:

Surname:

Mr / Ms / Mrs or preferred title:

Are you over the age of 18?

Preferred Pronouns: she/her/hers - he/him/his - they/them/theirs - or other:

Address:

Post Code:

Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an accepted FA DBS (Criminal Records Check)\*

\*If you do not hold an FA DBS, it may be a requirement for this to be completed  
before appointment.

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

**Please tell us your reasons for wanting to be on the 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 within Sussex County FA**



### Accessibility

Sussex County FA is committed to ensuring that all applicants can access the application and selection process for this role. Please detail in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.



### Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

Date:

**Completed application forms must be received before 2:00pm on Monday 21 August 2023.**

Either email your completed application to [Victoria.Windslow@SussexFA.com](mailto:Victoria.Windslow@SussexFA.com) or post it to the following address:

*Strictly Private & Confidential, Vicki Windslow, Independent Chair Inclusion Advisory Group Vacancy, Sussex County FA, Culver Road, Lancing, West Sussex, BN15 9AX*

# DIVERSITY & INCLUSION

## DATA CAPTURE - SURVEY QUESTIONS



Sussex County FA is committed to Equality and Diversity and ensuring that it is fully representative of the community it serves. To assist us in monitoring the ethnicity of members, we would be grateful if you could complete the following survey form. All information detailed will be treated anonymously.

### Which of the following best describes your ethnic origin?

*Please select the one answer which best describes you*

#### White

White British (English, Welsh, Scottish, Northern Irish) ☐

White Irish ☐

White Gypsy or Irish Traveller ☐

Other White (please specify:) ☐

#### Mixed

White and Black Caribbean ☐

White and Black African ☐

White and Asian ☐

Other Mixed / Multi-ethnic background (please specify:) ☐

#### Asian or Asian British

Indian ☐

British Indian ☐

Pakistani ☐

British Pakistani ☐

Bangladeshi ☐

British Bangladeshi ☐

Chinese ☐

British Chinese ☐

Other Asian/Chinese background (please specify:) ☐

#### Black or Black British

Caribbean ☐

British Caribbean ☐

African ☐

British African ☐

Other Black background (please specify:) ☐

#### Arab

British Arab (English, Welsh, Scottish, Irish) ☐

Other Arab background (please specify:) ☐

Other Ethnic Group (please specify:) ☐

Would rather not say ☐

### Which of the following best describes your religious belief?

*Please select one answer*

No religion ☐

Buddhism ☐

Christianity ☐

Hinduism ☐

Islam ☐

Jehovah Witnesses ☐

Judaism ☐

Mormonism ☐

Sikhism ☐

Prefer not to say ☐

Other (please specify:) ☐



**What best describes your sexual orientation?**

*Please select one answer*

- Gay/Lesbian ☐
- Heterosexual/Straight ☐
- Bi ☐
- Pan ☐
- Prefer not to say ☐
- Not known ☐

**What best describes your gender identity?**

*Please select the responses that best describes you*

- |              |                          |                                      |                          |
|--------------|--------------------------|--------------------------------------|--------------------------|
| Female/Woman | <input type="checkbox"/> | Prefer not to say                    | <input type="checkbox"/> |
| Male/Man     | <input type="checkbox"/> | I use another term (please specify:) | <input type="checkbox"/> |
| Non-Binary   | <input type="checkbox"/> |                                      |                          |
| Agender      | <input type="checkbox"/> |                                      |                          |

**Do you have a trans history or does your gender differ from your sex assigned at birth?**

*Please select one answer*

- Yes ☐
- No ☐
- Prefer not to say ☐

**Do you have any long-term health conditions, impairments or illnesses that have a substantial effect on your ability to do normal daily activities?**

*This could include, for example, physical, sensory, learning, social, behavioural or mental health conditions or impairments. Long-term means that they have lasted, or are expected to last, 12 months or more.*

- Yes ☐
- No ☐
- Don't know ☐
- Prefer not to say ☐

**How old are you?**

*Please select one answer*

- 16-17 ☐
- 18-24 ☐
- 25-34 ☐
- 35-44 ☐
- 45-54 ☐
- 55-64 ☐
- 65+ ☐
- Prefer not to say ☐