



JOB DESCRIPTION AND PERSON SPECIFICATION

Role Title:	Community & Inclusion Officer
Reporting to	Head of Delivery
Starting Salary:	£24,000 - £26,000 pa.
Contract:	An initial 1-year contract (extension dependent on successful funding and programme outcomes) 35 hours per week incorporating some evenings & weekends.
Location:	The post will be required to work from various locations across the Berks & Bucks FA administrative area. The office is currently located in Abingdon (OX14 1SG) – Hybrid working is in operation.

PURPOSE

- To engage, support and influence the involvement, growth, and retention of underrepresented groups in football.
- To support delivery of The FA National Game Strategy and the Berks & Bucks FA Strategy
- To ensure the Berks & Bucks FA is reflective and representative of the County and local area demographics.
- To strategically lead the Berks & Bucks FA Inclusion Advisory Group (IAG)
- To achieve and maintain the Intermediate Level of the [Equality Standard for Sport](#)
- To contribute to the effective implementation of The FA's Safeguarding 365 accreditation for County FAs.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

RESPONSIBILITIES INCLUDE:

- Represent the Berks & Bucks FA with internal and external stakeholders, campaigners and networking groups, positively engaging, and informing on Community and Inclusion targets and activities.
- Work with staff across departments to support in the delivery of EDI targets and in creating a more inclusive culture across the Berks & Bucks FA.
- Lead work with the Berks & Bucks FA IAG to consult on plans and engage to provide advocates for EDI activities.
- Identify external network groups and develop sustainable partnerships to support the delivery of our EDI strategy and targets
- Develop activities and campaigns which will support the achievement of our Strategy and EDI targets.
- Project manage the new externally funded Berks & Bucks FA "Doorstep Football" Project across the Reading Borough.
- Ensure that Berks & Bucks FA achieves and maintains the Intermediate Level of the Equality Standard for Sport
- Identify sources of funding that will be of benefit to the Berks & Bucks FA and the communities we are promoted and supporting.
- Embed research, insight and effective measurement into planning, decision-making and delivery across Community projects.
- Contribute to ensuring that safeguarding and equality are embedded throughout Berks & Bucks FA.
-

PERSON SPECIFICATION	
QUALIFICATIONS	
Essential	Desirable
<ul style="list-style-type: none"> Educated to A Level or equivalent. 	<ul style="list-style-type: none"> Sports Development related degree/qualification Inclusion related qualification
SKILLS	
Essential	Desirable
<ul style="list-style-type: none"> Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes. Experience of supporting people to design and lead sustainable community projects. Project management skills and experience – to plan, set and achieve objectives to deadlines. Excellent IT skills including the use of Microsoft Office applications. Ability to work independently and as part of a team. Excellent time management and prioritisation skills Excellent problem-solving and decision-making skills. Outstanding communication and presentation skills. Report-writing skills. Influencing skills to champion change. 	<ul style="list-style-type: none"> Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players. Budget management skills. Ability to use data to monitor and evaluate programmes. Experience of writing or influencing successful funding bids/applications.
KNOWLEDGE & EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> Demonstrate a working knowledge of inclusion, equality, disability, anti-discrimination and safeguarding Practical experience of sports/football development. Experience working and connecting with organisations, services and different communities. Sports development and/or experience in one of the following fields: equality, diversity, disability, or inclusion. 	<ul style="list-style-type: none"> Knowledge of The FA's National Game Strategy. Experience of project management. Knowledge and understanding of working with volunteers. Knowledge of The FA coaching qualification framework. Knowledge of the structure and partner organisations within football, nationally and locally
Enhanced DBS Check Required?	Yes
Clean, Full Driving License Required?	Yes

The Job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA Value	Behaviours
Progressive	<p>Embraces new thinking in pursuit of continuous improvements.</p> <p>Continuously seeks to improve efficiency and performance Questions the way things are done and takes informed risks Identifies the need or, and actions change in direction, practice, policy of procedure</p>
Respectful	<p>Sets the standards for respectful behaviour across the game.</p> <p>Maintains people's self-esteem when interacting with them. Avoids pre-judgement when listening to suggestions from others. Seizes the opportunity to apply FA standard at all times.</p>
Inclusive	<p>Champions and ensures that football is, and will remain, a game for everyone.</p> <p>Openly collaborates with colleagues and partners in the game Seeks out and embraces new ways of thinking and working Provides equal opportunity to people of different backgrounds, experience and perspective.</p>
Trusted	<p>Tenacious and accountable. Serves the whole game by doing the right thing.</p> <p>Works relentlessly to overcome roadblocks of obstacles to achieve the goal Maintains motivation for their team and themselves Remains focused on seeing agreed goals through to completion taking pride in their work</p>
Inspired	<p>Ensures the very best outcome is achieved by sustained excellence in performance.</p> <p>Seeks to achieve the highest levels of performance at all times Persistent to achieve a standard that others consider impossible Challenges other to go further and achieve more.</p>

Job description authorised by:	
Date job description was authorised	