

# **Cambridgeshire County Football Association**

## **Inclusion Advisory Group Member Application Pack**



Dear applicant,

Thank you for reading our Inclusion Advisory Group (IAG) member application pack.

### **Purpose of the Inclusion Advisory Group**

The IAG will enable Cambridgeshire County Football Association (CCFA) to meet our legal and moral obligations, allowing us to increase awareness, understanding and knowledge of inclusion, equality and diversity, so that we will better meet the needs of all of our communities who take part in football and ultimately our business.

### **The role of the IAG is specifically to:**

1. Advance equality of opportunity amongst all our football communities
2. Foster good relationships with and between all our football communities
3. Eliminate unlawful discrimination, harassment and victimisation
4. Increase diversity in football's talent pool
5. Clarify regulations and sanctions related to discriminatory behaviour
6. Enable transparency and confidence when dealing with matters related to discriminatory behaviour

### **In doing so we aim to:**

- Utilise data to provide intelligence and give substance to our actions
- Set clear targets within our county plan to ensure this meets the needs of the whole of our football community
- Support community engagement, consultations, development programs and disciplinary procedures
- Act as ambassadors for CCFA in our football communities
- Bring a diverse perspective to the CCFA
- Identify any equality issues, support the identification and delivery of solutions
- Promote and encourage the benefits of addressing equality issues within the football community
- Assess and advise on equality impacts arising out of county plans
- Coordinate consultation sessions with the wider community on annual county plans
- Identify key issues and trends that will promote the growth of the game through inclusion and diversity interventions
- Promote inclusion and diversity in football
- The IAG coordinator will present updates to CCFA Council as relevant and required
- Devise, monitor and evaluate CFA secondary key performance indicators for inclusion and diversity
- Meet a minimum of three times a year

## How to Apply

If you are interested in applying to be a voluntary member of our Inclusion Advisory Group, please complete the short application form and return it by email to Jo Bull, Facilities and Participation Manager: [joanne.bull@cambridgeshirefa.com](mailto:joanne.bull@cambridgeshirefa.com)

We would appreciate if you could please complete The FA's diversity monitoring form along with your application. Completion of this form is entirely optional, however, it does provide us with the opportunity to track the breadth and depth of the applications from different parts of the community.

If you require any further information about the Inclusion Advisory Group member role please contact Jo Bull on 01223 209035 or email [joanne.bull@cambridgeshirefa.com](mailto:joanne.bull@cambridgeshirefa.com)

Cambridgeshire County FA are committed to equality of opportunity and welcome applications from all sections of the community. Cambridgeshire FA's Equality Policy is available upon request.

## Inclusion Advisory Group Member Role Profile

<b>Role Title:</b> Inclusion Advisory Group Member	<b>The Group will report to:</b> Cambridgeshire FA Council
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### Role Purpose:

#### To be part of an Inclusion Advisory Group whose role is to:

1. Advance equality of opportunity amongst all our football communities
2. Foster good relationships with and between all our football communities
3. Eliminate unlawful discrimination, harassment and victimisation
4. Increase diversity in football's talent pool
5. Clarify regulations and sanctions related to discriminatory behaviour
6. Enable transparency and confidence when dealing with matters related to discriminatory behaviour

#### Key skills and experience required: Essential

- To have knowledge of the key legislation aspects of inclusion and diversity and to be able to promote inclusion and diversity as part of a group.
- To be able to identify key issues and trends that may help to promote the game through inclusion and diversity interventions
- Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds
- To be able to identify key equality issues and to support the identification and delivery of solutions
- To be able to successfully network with key staff and contacts within the County FA and the area in which the County FA operates
- To be a positive team player within a group that will provide direction to council members, directors and staff of the County FA

#### Key skills and experience required: Desirable

- Possess a good understanding of grassroots football
- Consumer-facing on the basis that everyone is a customer and therefore a consumer
- To be able to undertake a utilise relevant research and analyses data, as required, to assist in making informed decisions
- A degree of experience of the sports/football industry
- Knowledge of how to utilise and use appropriate and relevant social media
- Basic and relevant presentation skills (if required)

<p><b>Person specification:</b> <b>Essential</b></p> <ul style="list-style-type: none"> <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>▪ Amiable manner</li> <li>▪ Ability to work as part of a team group</li> <li>▪ Ability to work in a professional manner as a representative of the County FA</li> <li>▪ Ability to meet and work outside of normal working hours if required</li> </ul>	<p><b>Person specification:</b> <b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ To have existing positive contacts within the sports/football industry and the wider community</li> <li>▪ To have a positive nature</li> <li>▪ To have existing contacts with the local business community</li> <li>▪ To have existing contacts within local community groups</li> <li>▪ To have a knowledge of existing equality groups in the local area and who to contact</li> </ul>
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## Inclusion Advisory Group Member Application Form

## Section 1 - Personal Details

<b>Full name</b>		<b>D.O.B</b>	
<b>Address</b>			
		<b>Post code</b>	
<b>Email Address</b>			
<b>Contact Tel (Home)</b>		<b>Contact Tel (Mobile)</b>	
<b>Connection with football (if any)</b>		<b>Occupation</b>	

**Do you have a valid driving licence?** Yes/No (Please circle)

## Section 2 - Relevant Experience

<p>Please give brief bullet points of all experience relevant to the role. Include details of any voluntary and paid experience. Please tell us how you meet the requirements of the person and role specification</p>

### Section 3 - Reasons for applying

**Please give brief bullet points of why you would like to become a part of the CCFA Inclusion Advisory Group (IAG). Please feel free to relate this to your career, hobbies, aspirations and philosophy.**

## Declaration

I am applying for a voluntary Inclusion Advisory Group member role at the Cambridgeshire FA. I understand, should I be successful, that we have not entered into an employment contract and the terms are not legally binding.

I agree that Cambridgeshire FA may hold and use personal information about me for volunteering reasons and may keep in touch with me. I understand this information, may be stored on file and computer files and will be retained in accordance with data protection legislation.

Signature:

Date:

Thank you for your interest and for taking the time to complete the application form. Please send your application by email to [joanne.bull@cambridgeshirefa.com](mailto:joanne.bull@cambridgeshirefa.com)

## Equality and Diversity Monitoring Form

Cambridgeshire FA is committed to working towards equality of opportunity. One of the ways in which we do this is by collecting information which we can use to monitor the fairness of our processes through analysis and statistical reports and in developing future ways of working.

We hope you will help us by completing this form, but please be aware that completing the form is entirely voluntary and, if you chose not to complete it, this will not affect your application.

This form does not ask you to give your name and any information that you chose to provide will be strictly confidential.

Please complete the form by ticking the appropriate boxes below and return it to us along with your application.

### Gender

Male ☐ Female ☐ Trans Man ☐ Trans Woman ☐

### Age

Up to 18 ☐ 19-25 ☐ 26-35 ☐ 36-45 ☐ 46-55 ☐ 55-60 ☐  
Over 60 ☐

### Sexual Orientation

Bisexual ☐ Gay Man ☐ Gay Women/Lesbian ☐ Heterosexual ☐

Other, please state:

### Do you consider yourself to have a disability?

Yes ☐ No ☐

If yes, please state:

Visual Impairment ☐ Physical Impairment ☐ Language Impairment ☐  
Hearing Impairment ☐ Learning Disability ☐ Cognitive Impairment ☐

Other, please state:

**Ethnicity****White**British ☐English ☐Scottish ☐Welsh ☐Irish ☐Gypsy/Irish Traveller ☐

If other, please state:

**Asian**British-Indian ☐Indian ☐British-Pakistani ☐Pakistanin ☐British-Bangladeshi ☐Bangladeshi ☐British-Chinese ☐British ☐

If other, please state:

**Mixed**White & Black Caribbean ☐White & Black African ☐White and Asian ☐

If other, please state:

**Black**Black Caribbean ☐Caribbean ☐British-African ☐African ☐British ☐

Other, please state:

**Religion/Belief**Christian ☐Buddhist ☐Sikh ☐Hindu ☐Jewish ☐Muslim ☐Jehovah's Witness ☐Mormonism ☐Atheist ☐No Religion/Faith ☐

If other, please state: