



Cumberland Football Association

Inclusive Recruitment Policy

As the governing body of football, it is key that, when it comes to Equality, Diversity, and Inclusion Cumberland Football Association (CFA) lead by example, looking at our own internal policies, procedures, and structure to try to ensure that we continue to look at improving representation from under-represented groups within the structure and make-up of the CFA workforce.

As such, Cumberland FA is committed to creating a diverse and inclusive workplace where all individuals are valued and respected. This inclusive policy aims to ensure fair and equitable processes for attracting, selecting, and retaining individuals with diverse thinking and from diverse backgrounds, that are reflective of our County and the wider grassroots game.

Scope

Our Inclusive Recruitment Policy covers the recruitment of the following roles and in both paid and voluntary positions:

- Directors
- Staff
- Committee and Advisory Group Members
- Mentors, Ambassadors, Developers and Co-ordinators in various capacities

1) Principles underpinning the Policy

Equal Opportunities

Cumberland FA is an Equal Opportunities employer.

We do not discriminate based on race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age in our employment and recruitment practices including advertising, recruitment, hiring, and all other employment-related decisions.

This policy outlines the steps process, procedures, and steps that the CFA will take to ensure XXXXX

Safer Recruitment Practices

Safer recruitment is an important part of creating and maintaining safe environments for young people and adults at risk in football. The rationale of the safer recruitment policy is to ensure both safe and fair recruitment of staff and volunteers to Cumberland FA.

This policy should be considered alongside The CFA Safer Recruitment Policy.

Recruitment Policy

This recruitment policy provides the overarching documentation and structure by which recruitment and selection is carried out across the Company. The aim of the policy is to achieve a highly skilled, motivated, and diverse workforce, which is able to provide the quality services the Company expects.



Both the inclusive recruitment and Safer recruitment Policy to be considered as guidance alongside and applied through The CFA Recruitment Policy.

2) Recruitment

As an organisation we are committed to ensure that we truly represent our local football community.

To achieve this, we require greater diversity within the organisation. Whether that be the diversity of age, cultural background, physical abilities and disabilities, race, religion, gender and sexual orientation or diversity of thought.

We recognise that diversity brings new perspectives to the table and therefore commit to looking at taking the following actions to make recruitment more inclusive:

a) Role design and job/role adverts

- Any role requirements will be clear, specific, and behaviour based
- All advertisements will be reviewed by CFA inclusion Advisory Group (IAG) to remove any biased language from job /role adverts

b) Attracting Diverse Candidates

- Adverts will be placed where they are more likely to be seen by potential applicants from under-represented groups. This will include social media, websites, professional networks etc.
- We will look to focus outreach efforts on under-represented groups by engaging with community organisations and key partners, encouraging them to share and make targeted 'word-of-mouth' referrals to actively seek candidates from diverse backgrounds.

c) Making the Applications Process and Experience inclusive

- Training on best practice within recruitment process and procedures including unconscious bias awareness and inclusive hiring practices will be provided to all individuals responsible for recruitment within the CFA to mitigate any bias throughout the process.
- Providing a targeted, needs driven, training programme based around ED&I for all individuals who are , or maybe, involved within recruitment for the CFA in order for them to have greater insight and awareness on how to support candidates with any specific requirements
- Provide candidates with clear expectations, timelines, and communications.
- Proactively ask applicants is they need reasonable adjustments during the recruitment process.
- Ensure that online application system is compatible with assistive technology



- Anonymise applications and avoid asking for dates on qualification and employment history.

d) The Selection Process

- Reduce bias when shortlisting candidates through use of a scoring system and template
- Make scheduling interviews easy, accessible, and flexible
- Use structured interviews
- Ensure that CFA Nominations Committee and any Interview Panels are diverse and are made up of a majority of independently appointed members, from diverse backgrounds and experiences to provide different perspectives and minimise bias.
- Conduct all interviews in accessible locations
- Make reasonable adjustments during the interview to accommodate the needs of candidates e.g. providing a signer, having an interpreter, allowing extra time for interviews or any skills based tasks.
- Use skill-based assessment tasks in recruitment
- Use calibrations for decisions
- Share and collect feedback from and to all candidates
- Encourage any unsuccessful candidates to reapply in future

e) Post Offer

- Proactively offer reasonable adjustments to all new joiners

3) Monitoring and Evaluating

Targets

The CFA will set targets for diversity across the recruitment process, including the proportion of candidates from under-represented groups who:

- apply
- are shortlisted and interviewed
- are made an offer
- are hired.

The CFA IAG will set some targets to focus attention on activities that will help achieve any objectives, highlight gaps, and encourage problem-solving to achieve any targets.

Data

The CFA will collect high-quality data to monitor inclusion outcomes and to track our inclusive recruitments efforts.

This will include the request within the application form to provide personal characteristics voluntarily and anonymously (such as gender, ethnicity, age, etc.).



This will follow ONS guidelines to make any data collected comparable to UK government statistics.

Analysis

The CFA will analyse applicant data on, at least, an annual basis to indicate whether there is any imbalance within the recruitment process, and where any particular focus is required within the selection process.

Analysis will also focus on whether candidates from under-represented groups have an equal chance of have being hired when they apply.

Wherever possible, this data will be disaggregated by characteristic, stage of recruitment and compare different role types. However, given the size of the CFA, the sample size may be too small to be confident in any findings and therefore it may be required to collect data over a longer period of time and a larger number of vacancies in order to generate larger sample sizes.

Given the likelihood of persistently small sample sizes, the CFA will consider collecting qualitative data through interviews to better understand experiences.

As well as looking at recruitment data the CFA will also continue to analyse wider organisational data to understand whether there are any differences in pay, performance scores, promotion rates, absence, and retention.

This policy will be reviewed annually by the CFA IAG and ratified by the CFA Board.