

## Recruitment Pack for Dorset FA Chair of Inclusion Advisory Group

Dear Applicant,

In December 2012, The FA Board approved English Football's Inclusion and Anti-Discrimination Action Plan 2013-2017. This was an important moment as it was the first time that all parts of the game (The FA, Premier League, Football League, Professional Footballers Association, League Managers Association, Progression Game Match Officials Limited and the Referees Association) had come together with a comprehensive plan to promote inclusion and tackle discrimination in all its forms.

Fast forward six years and The FA announced a three-year equality, diversity and inclusion plan called 'In Pursuit of Progress' in August 2018, as part of our commitment to ensure diversity of those leading and governing football better reflects what we see on the pitch in the modern game today.

Dorset FA established an Inclusion Advisory Group (IAG) to provide advice and guidance on all equality matters to the County FA and to provide strategic oversight of the delivery of its operations plan in a county-wide inclusive way which includes all sections of all communities. We would like our members to consist of passionate individuals from a variety of backgrounds, experiences and perspectives to help guide and drive our work for everyone.

We are currently looking to recruit a Chair who will lead the IAG to support our organisation. The successful person will have significant knowledge and experience of operating at a strategic level in either the Public or Private Sector and equally bring a breadth and depth of knowledge or experience in equality matters.

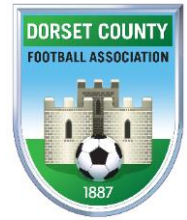
You will need to be able to think strategically and have the capacity to guide the implementation of local inclusion provisions. You will need to be an advocate of the role of football within inclusion and anti-discrimination with a proven ability to work collaboratively and challenge constructively.

It is an exciting, but challenging opportunity with the incentive of shaping Dorset FA's inclusion work and positively impacting the landscape of football at every level.

The pack includes the following:

1. The role advertisement
2. IAG Terms of Reference
3. The role profile
4. How to apply
5. [Dorset FA Equality and Diversity Form](#)

The pack provides all the necessary information that you require to submit an application. Should you have any questions about the role, or require clarity on the recruitment pack, you can contact our CEO, Sue Hough, on [Sue.Hough@dorsetfa.com](mailto:Sue.Hough@dorsetfa.com).



## Inclusion Advisory Group Chair Application

We are looking for a dynamic, self-motivated and proactive individual who wants to make a positive contribution to the governance of grassroots football in Dorset.

The Chair will use their experience to lead and steer the group to promote Inclusion and Diversity throughout the organisation, ensure the group is focused and provide advice and guidance in relation to the challenges that we face in local football. The Inclusion Advisory Group will report directly to the Board on all issues relating to Inclusion, Equality and Diversity.

There will be a minimum of four IAG meetings each season (although this could change according to need) as well as communication between meetings to support Dorset FA in delivering the National Game Strategy and its contract with The FA. There will also be a requirement to attend Board meetings when required and attend the National County FA Inclusion Day annually.

The Inclusion Advisory Group (IAG) will embed inclusion into Dorset FA, through support and advice on all issues of diversity and equality within the strategic and operational workings of the County FA. The successful applicant must also be able to demonstrate excellent communication and influencing skills.

What can we offer:

- An exciting opportunity to be part of a forward thinking, progressive business.
- To work with key stakeholders within the grassroots and game.
- A commitment to empowered and supportive personal development.
- Travel expenses when attending meetings

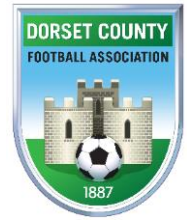
How to apply:

Applications will be accepted upon the completion of the application form contained in this recruitment pack. It is essential that applicants clearly demonstrate their ability to meet the requirements of the role, explaining how their experience and technical skills will assist them.

Recruitment for the voluntary role will be based on both the technical ability to fulfil the role and also the following key behavioural competencies, as defined in the County Football Association Competency Model:

- Honesty
- Efficiency
- Respect
- Teamwork
- Trust

We would appreciate if you could complete The FA's Diversity Monitoring survey along with your application; <https://forms.gle/9xdG84dRYmKvUaUy6>. Completion of this form is entirely optional however it does on a generalised level provide the Association with the opportunity to track the breadth and depth of the applications from different parts of the community.



The interview process:

The date for applications to close will be at 9am on Monday 17 May 2021. Applications will be shortlisted, and we will invite selected candidates for interview.

The interviews will take place week commencing 21 June 2021. We can be flexible with interview times where required.

A formal induction process will take place once we have appointed an IAG Chair.

This process will be adapted for anyone who has a disability or any other accessibility requirements.

## **Inclusion Advisory Group Terms of Reference**

### **Purpose**

The Inclusion Advisory Group will embed inclusion into Dorset FA, through support and advice on all issues of diversity and inclusion within the strategic and operational workings of the organisation.

### **Membership**

The membership will go through an application process. Members should where possible represent the diversity of Dorset FA and cover the range of protected characteristics, but as if not more important is diversity of experience, knowledge and thought. All members will be volunteers and will be paid reasonable travel expenses.

### **Role**

The role of the Inclusion Advisory Group is to:

1. Provide support and advice on the County Operational Plan and the likely impact it may have on under-represented communities within Dorset FA, e.g. diverse ethnic communities, women and girls, people with impairments, LGBT and faith communities and people of all ages.
2. Advise on specific interventions to increase participation by the whole community to address gaps in provision and grow the game.
3. Foster good relationships with the local community, so that football can be used to create positive sporting opportunities, bring diverse people together and increase participation for all.
4. Monitor and review the impact of the Dorset FA's work in relation to equality through the County plans and working towards achieving the next level of the Equality Standard.

### **Means**

In supporting the role as defined above, the Inclusion Advisory Group may:

1. Analyse data to provide intelligence and support recommendations for Dorset FA.
2. Consult on and support the county planning process, including the setting of business objectives and targets which ensure that the needs of all communities are considered, catered for and met where possible. This will include being responsible for the development and implementation of a new Diversity, Equality and Inclusion Action Plan for Dorset FA.
3. Provide support to Dorset FA's community engagement, consultation, development programme and disciplinary procedures.
4. Act as Ambassadors as appropriate for Dorset FA.

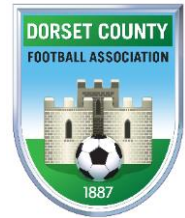


5. Bring a diverse and inclusive perspective, mindset and culture to Dorset FA.
6. Identify key equality issues and support the identification and delivery of solutions.
7. Advocate the benefits of addressing equality issues.
8. Assess and advise on equality impacts arising out of county plans.
9. Coordinate consultation sessions with the wider community in relation to annual county plans and general football inclusion issues.
10. Identify key issues and trends that may promote the growth of the game through inclusion and diversity interventions.
11. Promote inclusion and diversity in football.
12. Devise, monitor and evaluate Dorset FA secondary Key Performance Indicators for inclusion and diversity.
13. Meet four times a year (as a minimum) in an appropriate format for the members of the group.

These Terms of Reference will be reviewed on an annual basis.

### **Chair of Inclusion Advisory Group Role Profile**

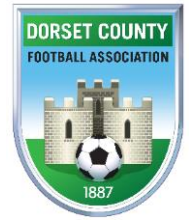
<b>Role Title</b>	Independent Chair of Inclusion Advisory Group
<b>Role Purpose</b>	
<ul style="list-style-type: none"> <li>• To lead and support an effective, constructive and cohesive Inclusion Advisory Group</li> <li>• To assist the IAG Members and all Dorset FA staff to plan, lead and develop a strategic vision for inclusion in football within Dorset</li> <li>• To report and feedback effectively on the delivery of Inclusion to the Dorset FA Board</li> </ul>	
<b>Principal Accountabilities/Responsibilities</b>	
<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• To attend any national or regional FA inclusion events (where possible and relevant)</li> <li>• To attend Dorset FA Meetings as and when required and when reasonable</li> </ul> <p><b>Agendas, Papers/packs and Presentations</b></p> <ul style="list-style-type: none"> <li>• To support the recruitment of and inspire the very best and talented IAG team possible</li> <li>• To ensure the performance of the IAG is measured and accountable where possible</li> <li>• To prepare the Agenda for IAG meetings</li> <li>• To work closely with the Dorset FA CEO, CDM and all County FA staff where relevant to ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all County FA work and staff</li> <li>• To ensure that IAG action points are documented and actioned.</li> </ul> <p><b>Strategy &amp; Vision</b></p> <ul style="list-style-type: none"> <li>• To support work around maintaining the current and/or progressing to the next level of the</li> </ul>	



Equality Standard for Sport, including the creation of a robust Equality Action Plan to sit alongside, compliment and be part of Dorset FAs wider operations plan.

- To liaise with staff members and the IAG Working Group to ensure IAG work supports the attainment of FA and Internal KPIs

Knowledge/Experience/Technical Skills	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Have 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 Dorset FA and the areas in which County FA operates</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 Dorset FA</li> </ul>	<p><b>Desirable</b></p> <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>



## Application Form

### Personal Details

<b>Surname:</b>		<b>Forename:</b>	
<b>Address:</b>			
<b>Postcode:</b>			
<b>Home Telephone No:</b>		<b>Daytime No:</b>	
<b>Mobile No:</b>			
<b>Email Address:</b>			

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



Please tell us your reasons for wanting to be on this 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 with County FA.

Please complete and return this form via email to [Sue.Hough@dorsetfa.com](mailto:Sue.Hough@dorsetfa.com).

Closing date for applications: **9am Monday 17 May 2021**

Applicants will be invited to interviews w/c **21 June 2021**