**Job Description and Person Specification**

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| **Job title** | Inclusion Officer |
| **Reports to** | Head of Development and Investment |

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| **Job purpose(s)** | |
| * To support delivery of The FA Grassroots Football Strategy and the Essex County FA Business Strategy. * To ensure the Essex County FA is reflective and representative of the County demographics. * To strategically co-ordinate the Essex County FA Inclusion Advisory Group and achieve or maintain the Intermediate Level of the Equality Standard and work towards Advanced Level. * To strategically coordinate disability football provision across the Essex County FA and the local area. * To influence and support the growth and retention of disability football * To contribute to the effective implementation of The FA’s Safeguarding Operating Standard for County FAs. * To support the adoption of FA technology systems across grassroots football. * To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time. | |
| **Direct reports** | None |

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| **Responsibilities** |
| * Represent the Essex County FA with internal and external stakeholders, campaigners and networking groups, positively engaging and informing on diversity and inclusion targets and activities. * Work with staff across departments to support in the delivery of diversity and inclusion targets and in creating a more inclusive culture across the Essex County FA * Work with the Essex County FA Inclusion Advisory Group to consult on plans and engage to provide advocates for diversity and inclusion activities. * Lead the creation of the annual external report on the progress of the Essex County FA diversity and inclusion programme and its published targets. * Identify appropriate external network groups and develop the Essex County FA brand through proactive engagement and membership; building the brand as a serious option for diverse candidates. * Develop activities and campaigns which will support the achievement of our diversity and inclusion targets. * Provide expertise and guidance on all diversity and inclusion matters. * Work strategically to align current and future disability football provision, ensuring an integrated approach across the Essex County FA local Premier League and EFL (English Football League) club community organisations and key partners from across the disability, health, education, community and voluntary sectors. * Map clubs, teams and leagues and target gaps in disability football provision across key age groups: under-8, under-12, under-16 and 18+. * Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within FA-accredited clubs structures for under-8, under-12, under-16 and adult age groups. * Support and build links between schools, colleges, universities and FA-accredited clubs (FA Charter Standard) to support the growth in disability football. * Embed research, insight and effective measurement into planning, decision-making and delivery across disability football to ensure accurate data collection across programmes that address the priority areas for disability football and meet the needs of disabled people. * Develop and service a modern and sustainable competition structure across pan disability football, targeting under-8, under-12, under-16 and adult * Establish constructive working relationships with the key stakeholders and develop regular contact to promote collaboration and sharing of good practice. * identify sources of funding that will be of benefit to key stakeholders and provide advice and guidance to applicants. * Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within diversity and inclusion football development programmes. * Ensure all Risk-assessments are in place for all Essex County FA events and activity for under-18s and where the Essex County FA directly employ or deploy under-18 referees, coaches and volunteers to ensure appropriate safeguards are in place. * Support messaging so that under-18s and adults at risk in youth disability and open-age disability grassroots football know how to report concerns about their wellbeing. * Recognise the additional vulnerability of some groups of children and young people e.g. those with disabilities; from BAME backgrounds; those who identify as LGBT. * Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time). * Support the recruitment, retention and development of diverse coaches through The FA qualification framework and local CPD opportunities, with a focus on ethnically diverse and female coaches. * Work with the Referee Development Officer to recruit, retain and develop diverse referees. * Use national and local data, research and customer insight to drive ethnically diverse players participation in grassroots football. * Ensure the Essex County FA maintains the Intermediate Level of the Equality Standard. * Ensure the Essex County FA Youth Council is diverse and representative of local demographics. * Contribute to ensuring that safeguarding and equality are embedded throughout the Essex County FA and grassroots football. * Execute tasks as required to meet the Essex County FA changing priorities. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * Educated to Degree Level or equivalent. | **Desirable**   * Two years sports development or equality and diversity experience. |
| **Skills** | |
| **Essential**   * Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes. * 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. * Exceptional customer service. * Budget management skills. * Report-writing skills. * Ability to use data to monitor and evaluate programmes. * Influencing skills to champion change. | **Desirable**   * Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities. * Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players. * Capability to create multiple reports, budgets and plans. |
| **Knowledge and experience** | |
| **Essential**   * Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. * Passionate about working in disability football. * Knowledge and understanding of the barriers to participation faced by disabled players. * Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of disability football. * Practical experience of sports/football development. * Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. * Knowledge of The FA coaching qualification framework. * Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. * Knowledge of FA Technology systems | **Desirable**   * Knowledge of The FA’s Grassroots Football Strategy. * Experience of project management. * Experience of utilising mapping programmes to support strategic and logistical planning. * Knowledge and understanding of working with volunteers. |
| **Enhanced DBS Check required?** | YES |
| **Clean, full driving licence?** | YES |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **ECFA Value** | **Behaviours** |
| Understanding | * We are supportive, empathetic and knowledgeable using insight and data to drive decision making |
| New Innovations | * We are proactive and creative to improve existing formats of football and explore new ways of delivering the game |
| Integrity and Inclusion | * We are fair, honest, and accountable ensuring equality and diversity to develop football for all and making sure all those who wish to be involved are supported and encouraged |
| Teamwork | * We work collaboratively and inclusively with each other across all areas of the business, and with our partners across the game, to optimise all our opportunities. |
| Excellence | * We aim to deliver high quality football services, seeking feedback and constantly reviewing our work, to develop our services based on the needs of our community and individual customers |

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| **Job description reviewed and modified by:** | Brendan Walshe |
| **Date job description reviewed and modified:** | October 2021 |
| **Job description authorisedby:** | Brendan Walshe (Chief Executive) |

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| **Signed by job holder (on appointment):** |  |
| **Date signed:** |  |

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.