



## **INCLUSION ADVISORY GROUP (IAG) CHAIR APPLICATION PACK 2024**

### **Creating a united grassroots environment which delivers football opportunity For All**



#### **Introduction**

Thank you for your interest in becoming part of our Board and the Chair of our Inclusion Advisory Group. Football is the most popular Sport in the UK and we're delivering great experiences across Essex.

Essex County FA is one of the largest County FA's in the country for football participation with more than 5000 teams playing football in Essex. [The Essex County FA 2024: Moving Forward Strategy](#) outlines our strategic direction over the coming years in "Creating a united grassroots football environment which delivers football opportunity For All". Alongside this, our [Equality, Diversity and Inclusion Strategy 2024](#), was recently released to highlight our commitments to furthering inclusion across the game.

In 2021, Essex FA achieved Intermediate Level of the Equality Standard for Sport, and we continue to work towards addressing key issues and challenges that exist within the County.

The Essex CFA Inclusion Advisory Group aims to provide advice and guidance on all equality matters to Essex FA and to provide oversight on the delivery of our operations plan in a county-wide inclusive way that includes all sections of our communities.

Whether you're a life-long football enthusiast, player, a volunteer, a coach or a corporate professional looking to volunteer your expertise, we are committed to creating a group of diverse skills, experience and backgrounds that can add value to the game.

We are currently looking to recruit an independent Chair who will lead the IAG to support our organisation and will be recruited as an independent member of ECFA Board. 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.

We are running an open application process to attract and recruit the best person for the role. In this pack, you will find details of the skills and experience we are looking for, our organisational values and the process for applying. If you have any questions, please contact [Milly.Morgan@EssexFA.com](mailto:Milly.Morgan@EssexFA.com), our Equality and Inclusion Officer.

**Brendan Walshe**  
ECFA Chief Executive



# **INCLUSION ADVISORY GROUP (IAG) CHAIR**

## **APPLICATION PACK 2024**

### **Our Inclusion Advisory Group Structure**

The IAG currently operates with 7 members recruited via open application processes, to help ensure the group represents the diversity of Essex County and our 5 London Boroughs. The IAG chair is co-opted onto the Board as a Director, becoming an important strategic advisor to ensure Equality and Inclusion is embedded at Director and Board level.

### **Board Director Role Overview**

The Chair of the Inclusion Advisory Group's role is to:

- To lead and support an effective, constructive, and cohesive Inclusion Advisory Group.
- To assist the IAG Members and all Essex County FA staff to plan, lead and develop a strategic vision for inclusion in football within the County.
- To report and feedback effectively on the delivery of Inclusion to Essex County FA Council and Board, with commitments to the Board on a regular basis.

### **Commitment**

Board members are expected to commit on average between 7 and 10 hours per month. This time includes attending the monthly Board Meetings as well as being asked to lead and / or sit on advisory working groups.

### **Board Member Key Accountabilities**

All Directors will hold collective responsibility for ensuring the ECFA Board is efficient and effective. The following accountabilities apply to all Board Members.

| Board Accountabilities: All Board Members | All Board Members |  |
|---|-------------------|--|
|   | Strategic         | <ul style="list-style-type: none"><li>• Serve as a Director of the Company and to actively participate in its strategic management.</li><li>• Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.</li><li>• Safeguard the interests of the Membership and stakeholders of the Association.</li><li>• Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.</li><li>• Constructively check, challenge, review and support the development of the ECFA's strategy and performance against objectives</li></ul> |
|   | Ambassador        | <ul style="list-style-type: none"><li>• Be a positive ambassador for Football in Essex, representing the ECFA</li><li>• Act as a positive voice for the work of the ECFA</li><li>• Seek to expand public awareness of the work of the ECFA</li></ul>   |
|   | Performance       | <ul style="list-style-type: none"><li>• Monitor, review and evaluate organisational performance against agreed objectives</li><li>• Ensure efficient and effective corporate governance</li><li>• Contribute to constructive debate on all Board matters.</li><li>• Promote equality of opportunity throughout the Association.</li><li>• Perform other responsibilities as assigned by the Board.</li></ul>   |
|   | Finance & Risk    | <ul style="list-style-type: none"><li>• Oversee the management of risk to the Association, including matters of Health and Safety.</li><li>• Monitor the financial affairs of the Association to ensure the effective use of financial and other resources.</li><li>• Ensure systems of risk management and controls are in place</li><li>• Approve annual operating and capital expenditure budgets</li></ul>   |
|   | People            | <ul style="list-style-type: none"><li>• Ensure appropriate levels of resources to deliver the strategy</li><li>• Use expertise, time and connections to support staff</li></ul>  |
| Football                                  |                   | <ul style="list-style-type: none"><li>• Act in the best interests of Football in Essex</li><li>• Continually seek to improve the football experience for all</li></ul>   |



# INCLUSION ADVISORY GROUP (IAG) CHAIR APPLICATION PACK 2024

## UNITE - Our Shared Values, Behaviours and Skills

Our Values are at the heart of the ECFA. Applicants who can demonstrate the positive behaviours, approaches and skills will be at an advantage.

| Behaviours & Skills Framework – All Board Roles | Values   |   | Behaviours / Approach   | Skills  |
|---|--|---|---|---|
|   | <b>Understand</b><br>We are supportive, empathetic and knowledgeable, using insight and data to drive decision making.   | Supportive<br>Empathetic<br>Knowledgeable   | <ul style="list-style-type: none"> <li>Sensitivity, openness and awareness of others</li> <li>High levels of self-awareness,</li> <li>Champions use of data and insight to drive decision making</li> </ul>   | <ul style="list-style-type: none"> <li>Able to assess and analyse complex information and identify potential problems</li> <li>High ethical standards with sound judgement and ability to deal effectively with risk</li> <li>Able to skilfully handle conflict through to resolution</li> </ul>                  |
|   | <b>New Innovations</b><br>We are pro-active and creative to improve existing formats of football and explore new ways of delivering football.  | Inspiration<br>Creative<br>Commitment   | <ul style="list-style-type: none"> <li>A pro-active, solution focused and positive mind-set</li> <li>Demonstrates confidence, with the ability to gain respect and attention</li> <li>Acts with the future in mind and embraces innovation</li> </ul> | <ul style="list-style-type: none"> <li>Able to think independently and proactively to find solutions</li> <li>Able to analyse the current situation and identify future trends</li> <li>Able to identify new opportunities</li> </ul>   |
|   | <b>Integrity</b><br>We are fair, honest, reliable and accountable and commit to “doing what we said we would do”. Ensuring equality and diversity to develop football for all and ensure all those who wish to be involved are supported & encouraged. | Trust<br>Honesty<br>Transparency<br>Ownership   | <ul style="list-style-type: none"> <li>Interested and inquisitive mind-set</li> <li>Resilient in times of challenge and change</li> <li>Takes ownership, holding self and others accountable</li> </ul>   | <ul style="list-style-type: none"> <li>Capable of developing constructive relationships with key partners</li> <li>Able to act as a spokesperson of the ECFA</li> <li>Politically astute, well networked and able to engage stakeholders</li> </ul>   |
|   | <b>Teamwork</b><br>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.   | Focus<br>Challenge<br>Collaborate<br>Learn<br>Share<br>Feedback                         | <ul style="list-style-type: none"> <li>Willingness to learn, challenge and change</li> <li>Determination and drive to succeed</li> </ul>  | <ul style="list-style-type: none"> <li>Excellent listening skills, with the ability to appreciate differing perspectives and adapt to different situations</li> <li>Ability to communicate ideas effectively both verbally and in writing</li> <li>Able to act as a sounding board and critical friend</li> </ul> |
|   | <b>Excellence</b><br>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  | Customer Service<br>Attention to Detail<br>Hard working<br>Strategic<br>High Performing | <ul style="list-style-type: none"> <li>Thinks critically with creativity and strategic awareness</li> <li>Performs highly, consistently and efficiently in line with strategic aims of organisation</li> </ul>  | <ul style="list-style-type: none"> <li>Ability to take the wider, strategic view and enable focus</li> <li>Able to check, challenge and champion the work of the ECFA</li> <li>Strong commercial acumen with the ability to identify opportunities</li> </ul>   |



# **INCLUSION ADVISORY GROUP (IAG) CHAIR**

## **APPLICATION PACK 2024**

### **Inclusion Advisory Group- Chair: Role Description**

The Essex County Football Association (ECFA) wants to help more people play football in Essex. We are seeking an experienced individual with strategic thinking and leadership skills who can apply independent expertise to the Inclusion Advisory Group as the Chair.

#### **Role Overview**

The Chair will contribute to the ECFA Board, providing leadership and professional expertise that delivers against the key requirements:

- Act as leaders to help **develop, support and govern** the game of football across Essex
- Help to Monitor and evaluate the **ECFA's 2024: Moving Forward Strategy**
- Ensure that the **Financial and Human Resources** are in place for the ECFA to meet its objectives
- Provide **Effective Controls** which enable risks to be understood, assessed and managed
- Provide monitoring and evaluation of success through effective **Performance Management**
- Deliver obligations to its **Association Members**

The IAG Chair will need to allocate sufficient time to meet the expectations of the role, which is estimated at c. 7-10 hours per calendar month. In addition to the Main Board, the Independent Board Member will be asked to lead and / or sit on advisory working groups. This is a voluntary role and reasonable expenses will be paid.

#### **Person Specification**

The Chair of the IAG will add value to the group through experiences, leadership and perspective. To support its ambitions, the ECFA is keen to receive applications from candidates with expertise in the following fields:

| <b><u>Skills and Knowledge</u></b>  |   |
|---|---|
| <b><u>Essential:</u></b>  | <b><u>Desirable:</u></b>  |
| <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 Essex FA and the areas in which Essex 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 Essex FA</li></ul> | <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 underrepresented communities.</li><li>• Experience of strategy planning/consultation.</li><li>• Good presentation skills.</li></ul> |



# **INCLUSION ADVISORY GROUP (IAG) CHAIR** **APPLICATION PACK 2024**

## **Independent Director Accountabilities**

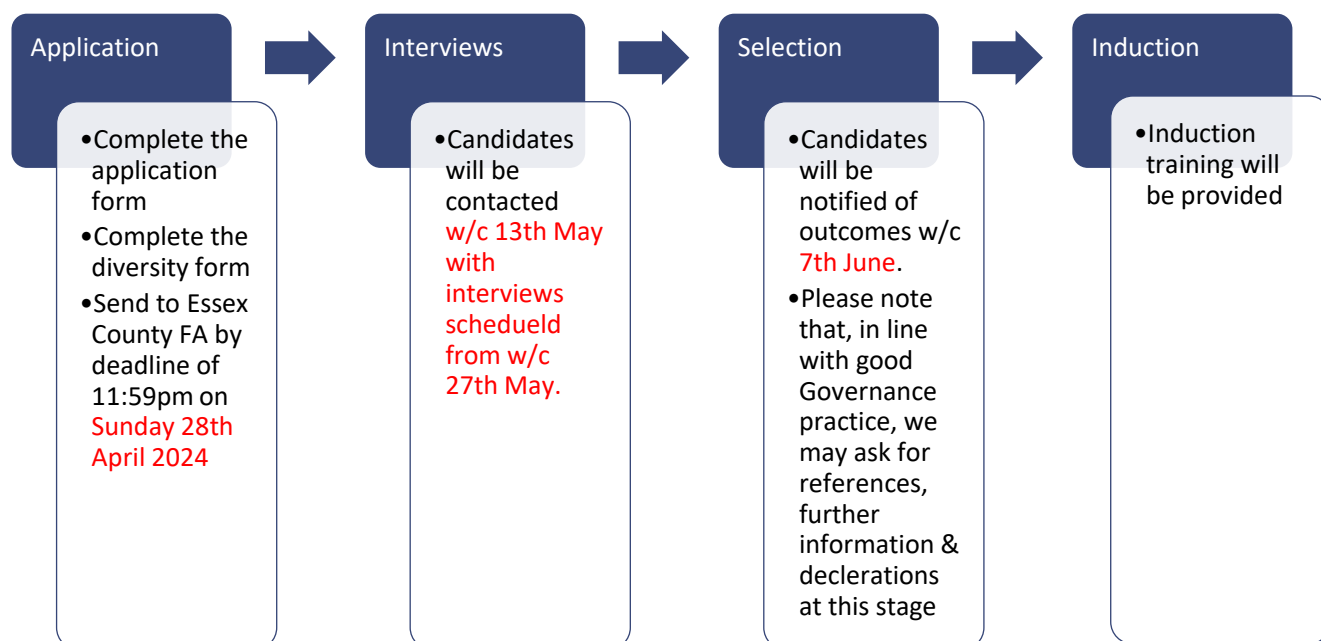
Working in partnership with other Board members, the Independent Director will contribute to the effective and efficient Governance of the ECFA. As well as providing overall strategic input they will utilise their professional knowledge and expertise, advising the Board and Executive on best practice approaches within their specialist area.

|                              |   |
|------------------------------|---|
| <b>Strategic</b>             | <ul style="list-style-type: none"><li>• Act as a strategic adviser to the Board and Executive on area of specialist expertise</li></ul>   |
| <b>Ambassador</b>            | <ul style="list-style-type: none"><li>• Seek out and utilise business connections to build partnerships to support delivery</li></ul>   |
| <b>Performance Evaluator</b> | <ul style="list-style-type: none"><li>• Ensure best practice performance management is embedded in area of expertise</li></ul>  |
| <b>Finance &amp; Risk</b>    | <ul style="list-style-type: none"><li>• Advise on Finance &amp; Risk elements related to area of expertise</li></ul>  |
| <b>People Leader</b>         | <ul style="list-style-type: none"><li>• Add value to the Executive acting as a subject matter expert and mentor on area of expertise</li></ul>                                  |
| <b>Football</b>              | <ul style="list-style-type: none"><li>• Whilst an interest in Football and / or Sport is an advantage – previous experience working within sport is not a requirement</li></ul> |

## **Application Process**

All we need from you at this stage is three things:

- An application form of key information
- A copy of your CV
- A Diversity monitoring form







# **INCLUSION ADVISORY GROUP (IAG) CHAIR** **APPLICATION PACK 2024**

## **APPLICATION FORM**

### Completing and returning the Application Form

Please complete the Application Form and return by E-Mail at [recruitment@essexfa.com](mailto:recruitment@essexfa.com) by **11:59pm** on **Sunday 28<sup>th</sup> April**. Applications received after this time will only be considered in exceptional circumstances.

The decision to progress your application to the next stage of the selection process will be based on the information you provide on this form.

### Position applied for:

|  |
|--|
|  |
|--|

### Personal details

|  |  |                                    |  |
|--|--|------------------------------------|--|
| First Name(s)  |  |                                    |  |
| Last Name  |  | Mr/Mrs<br>or<br>preferred<br>title |  |
| Postal Address   |  |                                    |  |
| Postcode   |  |                                    |  |
| E-Mail address   |  |                                    |  |
| What is your preferred contact method? (phone, E-Mail, text other) |  |                                    |  |
| What is the best number to contact you on?                         |  |                                    |  |
| What is the most convenient day and time to contact you?           |  |                                    |  |
| Do you have an in-date FA DBS Check?                               |  |                                    |  |

*If you do not hold an in-date DBS Check there may be a requirement (dependent on the role) for this to be completed before appointment.*



## **INCLUSION ADVISORY GROUP (IAG) CHAIR** **APPLICATION PACK 2024**

### **Employment and Volunteering History**

*Starting with your present or most recent job or voluntary position, please complete the table below.*

| Start Date | End Date | Employer/<br>Organisation<br>Name and Address | Job/Role Title | Brief Description of Duties |
|------------|----------|---|----------------|-----------------------------|
|            |          |   |                |                             |
|            |          |   |                |                             |
|            |          |   |                |                             |
|            |          |   |                |                             |
|            |          |   |                |                             |
|            |          |   |                |                             |

*Please insert additional rows in the table above if required*



## **INCLUSION ADVISORY GROUP (IAG) CHAIR** **APPLICATION PACK 2024**

### **Education and Qualifications**

*Please provide details of your education and qualifications achieved which are relevant to the role in the table below (please note that you may be asked to provide evidence of any qualifications achieved which are directly relevant to this role).*

*For GCSEs or equivalent, there is no need to include each subject on a separate line (see example below).*

| <b>Dates</b>     | <b>School/College/University/<br/>Training Provider Name</b> | <b>Qualification and Subject</b>                    | <b>Grade Achieved</b>         |
|------------------|--|---|-------------------------------|
| <i>e.g. 1991</i> | <i>e.g. High School Name</i>                                 | <i>e.g. 6 GCSEs including<br/>Maths and English</i> | <i>e.g. 4 x As and 2 x Bs</i> |
|                  |  |   |                               |
|                  |  |   |                               |
|                  |  |   |                               |
|                  |  |   |                               |
|                  |  |   |                               |
|                  |  |   |                               |
|                  |  |   |                               |

*Please insert additional rows in the table above if required.*





## **INCLUSION ADVISORY GROUP (IAG) CHAIR** **APPLICATION PACK 2024**

**How do you meet the requirements of the role as outlined in the Role Description?** *Please outline your skills, knowledge and experience which are relevant to the role you are applying for, including examples from either paid or unpaid/voluntary work. You can format this as bullet points but please ensure that you directly reference the skills and knowledge outlined in the Role Description.*

### **How do you demonstrate the values of the Essex County FA?**

*The way we work at the Essex County FA is built on the values outlined in the Role Description. Please provide examples of how you have demonstrated these values in your work or everyday life.*



## **INCLUSION ADVISORY GROUP (IAG) CHAIR** **APPLICATION PACK 2024**

### **Accessibility**

*The Essex County FA are committed to ensuring that all applicants can access the application and selection process for this role. Please details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.*

### **References**

*Any offer of a role will be subject to receipt of two satisfactory references. Please provide the details of two referees. Your first referee must be your current or most recent employer. Your second referee should be a different employer, representative of an organisation in which you volunteer or have volunteered or a representative of an educational establishment. Personal references should only be given where there is no previous employer, voluntary organisation or educational establishment to which reference can be made.*

|  | First Referee | Second Referee |
|--|---------------|----------------|
| Name   |               |                |
| E-Mail Address   |               |                |
| Telephone  |               |                |
| Postal Address   |               |                |
| Relationship to You  |               |                |
| Permission to contact prior to appointment if offered a position? (yes/no) |               |                |



# **INCLUSION ADVISORY GROUP (IAG) CHAIR** **APPLICATION PACK 2024**

## **Declaration**

I give my consent to the storage of personal data contained within this form for the purposes only of this application process.

I can confirm and declare that the information provided on the form, to the best of my knowledge is complete, accurate and not misleading.

|                  |  |
|------------------|--|
| <b>Signature</b> |  |
| <b>Date</b>      |  |



# **INCLUSION ADVISORY GROUP (IAG) CHAIR** **APPLICATION PACK 2024**

## **Equality and Diversity Monitoring Form**

Essex FA is committed to making Football accessible to all, ensuring that Equality and Diversity is at the forefront of its thinking when delivering a comprehensive service to Essex Football.

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.

### **Why do we want this information?**

- ✓ Asking you for this information makes Essex County FA workforce more representative. It supports us to ensure our programmes are inclusive and open to everyone; it helps us understand if people from certain backgrounds are not accessing or making the most of opportunities to be involved in football; and it helps us to make sure that we provide such opportunities in the future.
- ✓ Only people analysing this data will have access to it and, in line with diversity, monitoring, good practice and legislation, all the information is collated anonymously.

Information provided on this form does not form part of our decision-making process and will not affect your application for registration.

Although you are not required to fill in this form, we would like to encourage you to do so because receiving enough information will mean we can undertake robust analysis to ensure that our processes are fair, or to make changes to how we work.

There is an option to select 'prefer not to say' if you would rather not share the information about yourself. It is more helpful to us if you select the 'prefer not to say' option rather than not to complete or partly complete this form.

Please complete the form by selecting the appropriate option and return it to us.

|                           |                 |
|---------------------------|-----------------|
| <b>Gender</b>             | Choose an item. |
| <b>Age</b>                | Choose an item. |
| <b>Sexual Orientation</b> | Choose an item. |
| If other, please state:   |                 |
| <b>Religion/Belief</b>    | Choose an item. |
| If other, please state:   |                 |
| <b>Ethnicity</b>          | Choose an item. |
| If other, please state:   |                 |

### **Disability**

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people including those with cancer multiple sclerosis and HIV/AIDS and automatically protected as disabled people by the Act.

|   |                 |
|---|-----------------|
| <b>Do you consider that you meet this definition?</b> | Choose an item. |
|---|-----------------|

If yes, please state: Choose an item.

If other, please state: \_\_\_\_\_

|  |  |
|--|--|
| <b>Please state where you heard about the vacancy:</b> |  |
|--|--|