



**FOR ALL**



## Role Profile

<b>Job Title:</b>	Independent Chair of Inclusion Advisory Group	<b>Reports To:</b>		<b>Grade:</b>	N/A
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### Role Purpose:

To Chair the Inclusion Advisory Group, whose 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.

**Direct Reports:** N/A

### Key Accountabilities:

#### Governance

- To represent the IAG on the Essex County FA Board and/or Council.
- To attend any national or regional FA inclusion events (where possible and relevant).
- To attend Essex FA Meetings as and when required and when reasonable.

#### Agendas, Papers, and Presentation

- To support the recruitment of and inspire the very best and talented IAG team possible.
- To ensure the performance of the IAG is measured and accountable where possible.
- To prepare the Agenda for IAG meetings.
- To work closely with the Essex County FA CEO, Head of Football Development & Investment, Inclusion Officer and all Essex FA staff where relevant, to ensure resources are effectively prioritised for inclusion to be embedded across all Essex FA work and staff.
- To undertake relevant training and ensure all group members undertake the necessary training to remain compliant with FA regulations.
- To ensure that IAG action points are documented and actioned.

#### Strategy and Vision

- To support work around maintaining the current and/or progressing to the next level of the Equality Standard for Sport, including the creation of a robust Equality Action Plan to sit alongside, compliment and be part of Essex FA's 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.



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## CFA Values and Behaviours -UNITE

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
ECFA Value	Behaviours
Understanding	<ul style="list-style-type: none"> <li>We are supportive, empathetic and knowledgeable using insight and data to drive decision making</li> </ul>
New Innovations	<ul style="list-style-type: none"> <li>We are proactive and creative to improve existing formats of football and explore new ways of delivering the game</li> </ul>
Integrity and Inclusion	<ul style="list-style-type: none"> <li>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</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>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.</li> </ul>
Excellence	<ul style="list-style-type: none"> <li>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</li> </ul>

### Person Specification

#### Skills and Knowledge

##### Essential

- Have a working knowledge of the key legislation around inclusion and diversity.
- Promote inclusion and diversity as part of a group.
- Identify key issues and trends that may help to promote the game through inclusion and diversity interventions.
- Ability to meet and work outside of normal working hours.
- Successfully network with key staff and contacts within Essex FA and the areas in which Essex FA operates.
- Be able to plan, drive and Chair meetings.
- Ability to communicate effectively and confidently, both in written form and verbally.
- Positive attitude to the requirements of the role.
- Capacity to handle confidential information sensitively.
- Work as part of a team.
- Ability to work in a professional manner as a representative of Essex FA

##### Desirable

- A degree of experience of the sports/football industry.
- Have existing positive contacts within the sports/football industry and the wider community.
- Have existing contacts within local community groups.
- Have knowledge of existing equality groups in the local area.
- Ability to review and analyse data to assist in making informed decisions.
- Ability to work strategically to engage underrepresented communities.
- Experience of strategy planning/consultation.
- Good presentation skills.



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**Safeguarding:**

Inclusion Advisory Group members are expected to lead by example and support the embedding of safeguarding into football. They have the responsibility to act and report concerns that they observe or are informed of.

Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?

NO

**Enhanced DBS Check Required:**

NO

**Clean Full Driving Licence:**

NO

**Created by:**

*Brendan Walshe*

**Date Role Profile Created:**

January 2024

**Signed by Role Holder:**

*This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.*