

Gloucestershire Football Association

Inclusion Advisory Group Member Application Pack

2018

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Gloucestershire FA Inclusion Advisory Group

Gloucestershire FA is fully committed to the inclusion agenda ensuring that opportunities for individuals to participate are created across all levels of the game. We will create positive environments to break down barriers and challenge discrimination.

The Inclusion Advisory Group will act as a critical friend to Gloucestershire FA and provide valuable advice and guidance around equality and inclusion in relation to our National Game Delivery Strategy and annual delivery plans and services. It will also provide advice to assist in the development of a diverse and inclusive paid and volunteer workforce that reflects the community within Gloucestershire.

We are looking for individuals with a passion for and/or background in inclusion to join the group – if you think you can help us drive improvements and thereby increase participation in all aspects of football I would encourage you to apply.

I am looking forward to working alongside the Inclusion Advisory Group to ensure that we build on existing good practice and work together to make improvements around our equality practices.

David Neale
Chief Executive

Inclusion Advisory Group Member Advert

**Passionate about inclusion?
Interested in football?
Want to make a difference?**

There have been a number of significant changes across Gloucestershire FA recently, to ensure we are better placed to support leagues, clubs and participants' across the County. So, it is an exciting time to be joining the Inclusion Advisory Group (IAG). Recruitment will initially be via an expression of interest form, followed by an informal discussion with a recruitment panel.

The group reports directly into to the Gloucestershire FA Board on all issues relating to inclusion, fairness, equality and diversity.

There are challenges in Gloucestershire to achieve a representative group reflecting the diversity of the County; however we will seek to be representative of the communities that Gloucestershire FA serve. Individuals with a background and/or passion for equality and diversity are encouraged to apply to become members of this group.

We want to attract people from all backgrounds who may have relevant individual skills, knowledge and experience to enable them to have a positive and meaningful impact, able to provide sound advice and guidance. Please note that the posts are available to volunteers only (travel expenses will be reimbursed but no salary is involved).

The IAG member role profile setting out the purpose, personal skills and experience required is included in this application pack (see page 6).

If you are passionate about football, want to inspire people at all levels to change and reward those who make grassroots football in Gloucestershire such a success, then we would like to hear from you.

Please note the closing date for applications is midday, Thursday 12th April 2018

Guidance on how to apply.

If you are interested in applying to be a member of our Inclusion Advisory Group, please complete the expression of interest form and send it via email, together with a short covering note to Mr Roger Vaughan at (Roger.Vaughan@GloucestershireFA.com)

Alternatively, send by post addressed 'Strictly Private and Confidential' to:

Gloucestershire FA
IAG Membership
Oaklands Park,
Gloucester Road,
Almondsbury
Bristol. BS32 4AG

We would appreciate if you could please complete The FA's Diversity monitoring form along with your application. Completion of this form is entirely optional however it does provide the Association with the opportunity to track the breadth and depth of the applications from different parts of the community.

If you require any further information about the Inclusion Advisory Group Member role or would like an informal discussion about the role then please contact Roger Vaughan on 01454 615888:

Please note the closing date for applications is midday, Thursday 12th April 2018.

Gloucestershire FA is committed to equality of opportunity and we welcome applications from all sections of the community. Our equality statement is available upon request.

Gloucestershire FA - Role Profile

Role Title : Inclusion Advisory Group Member	The group will report to: Gloucestershire FA Board
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<p><u>Role Purpose:</u></p> <p>To be part of an Inclusion Advisory Group whose role is to:</p> <ul style="list-style-type: none"> • Advance equality of opportunity for all groups, as well as having a focus on the protected characteristics; • Support the County planning process; • Foster good relationships with the local community so that football can be used as a vehicle to create positive sporting opportunities and increase participation for all; • Eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse directed at specific groups.
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<p><u>Key Skills and Experience Required: Essential</u></p> <ul style="list-style-type: none"> • To have some knowledge of the key legislation relating to inclusion and diversity and to be able to promote inclusion and diversity as part of a group; • To be able to identify key issues and trends that may help to promote the game through inclusion and diversity interventions; • Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds; • To be able to identify key equality issues and to support the identification and delivery of solutions; • To be able to successfully network with key staff and contacts within the County FA and the area in which the County FA operates; • To be a positive team player within a group that will provide guidance to Council members, Directors and staff of the County FA. 	<p><u>Key Skills And Experience Required: Desirable</u></p> <ul style="list-style-type: none"> • Have an interest in grassroots football; • Be focused on improving those wanting to be engaged in football be it playing, coaching, refereeing or administration:
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<p><u>Person Specification: Essential</u></p> <ul style="list-style-type: none"> • Ability to communicate effectively and confidently • Positive attitude to the requirements of the role; • Capacity to handle confidential information sensitively; • Amiable manner; • Ability to work as part of a team group; • Ability to work in a professional manner as a representative of the County FA; • Ability to meet and work outside of normal working hours if required. 	<p><u>Person Specification: Desirable</u></p> <ul style="list-style-type: none"> ▪ To have a positive nature; ▪ To have existing contacts within local communities and community groups ▪ To have some knowledge of existing equality groups in the local area and who to contact.
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Inclusion Advisory Group Member **Expression of Interest Form**

Thank you for your interest in volunteering with the Gloucestershire Football Association. We are always keen to recruit people who are enthusiastic and passionate about our work into a variety of roles.

Please complete the expression of interest form below and send it via email, together with a short covering note to Mr Roger Vaughan at (Roger.Vaughan@GloucestershireFA.com)

Alternatively, send by post addressed 'Strictly Private and Confidential' to:

Gloucestershire FA
IAG Membership
Oaklands Park,
Gloucester Road,
Almondsbury
Bristol. BS32 4AG

Gloucestershire FA ensures all data collected as part of any recruitment process is done so in line with the Data Protection Act 1998

Personal Details

Full Name:

Address:

Postcode:

Telephone Number:

Mobile Number:

Date of Birth:

Email Address:

**Please tell us why you would like to become a member of the
Inclusion Advisory Group**

Please give details of any skills (professional / life skills), experience, interests or hobbies you have that may be beneficial to you undertaking this role with Gloucestershire FA?

References

Please give the names of TWO referees. If possible one should be your most recent/present employer or someone from your school, college or University.

Please tell us if you do not wish your referees to be contacted without contacting you first.

1. Referee	2. Referee
Relationship:	Relationship:
Name:	Name:
Organisation	Organisation
Address	Address
Email	Email
Telephone	Telephone
Can we contact them Yes No	Can we contact them Yes No

Declaration

I am applying for a **voluntary** Inclusion Advisory Group Member role at Gloucestershire FA. I understand, should I be successful, that I will not be entering into any form of employment contract.

I agree that Gloucestershire FA may hold and use personal information about me for **volunteering** reasons and may keep in touch with me. I understand this information, may be stored on file and computer files and will be retained in accordance with the Data Protection Act 1998 and from 25th May 2018, the General Data Protection Regulation.

Signature:

Date:

Equality and Diversity Monitoring Form

Gloucestershire FA compiles anonymous information on those individuals accessing its services and activities.

The equality and diversity monitoring form gathers data on a person's characteristics. These characteristics are sometimes referred to as race, gender, transgender, disability, religion and belief, sexual orientation, age and disability. Monitoring allows us to understand the makeup of those accessing our activities and programmes and analysis enables us to adapt and meet the needs of individuals if required.

Everyone is encouraged to respond to these questions, but participation is optional, you are not obliged to respond. The information we receive is used solely for monitoring and statistical purposes. Please select **one** check-box in each section below.

GENDER

- Male Female Transgender

AGE

- 16 – 20 21 – 30 31 – 40 41 – 50 51 – 60 61+

ETHNICITY

Indicate in the appropriate box your ethnic background. *Ethnic categories are not about nationality, place of birth or citizenship. They are about the group to which you feel you belong to. The descriptions below are taken from the 2011 census.*

White

- British English Scottish Welsh Irish
 Gypsy or Irish Traveller Any other white background

Mixed

- White & Black Caribbean White & Black African White & Asian
 Mixed background Mixed other background

Asian

- British-Indian Indian British-Pakistani Pakistani
 British-Bangladeshi Bangladeshi British-Chinese
 Chinese Any other Asian background

Black

- Black Caribbean Caribbean British African African
 British Other Black background

- Prefer not to disclose my ethnic origin

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 are automatically protected as disabled people by the Act.

Do you consider yourself to have a disability?

Yes No

If you have indicated yes to having a disability, please indicate the impairment(s) you feel apply to you:

- Blind/partially sighted
- Deaf/hard of hearing
- Physical disability
- Learning disability
- Communication barriers
- Experience of mental and emotional distress
- Prefer not to say

RELIGION or BELIEF

How would you describe the religion to which you feel you belong?

- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Mormonism
- Sikh
- No Religion/Faith
- Atheist
- Jehovah's Witnesses
- Other faith background
- Prefer not to say

SEXUAL ORIENTATION

Which of the following options best describe how you think of yourself?

- Heterosexual/Straight
- Gay Man
- Gay Woman/Lesbian
- Bisexual
- Other
- Prefer not to say

Is there anything we can do or put in place which would make it easier for us to offer you an equal service? (For example documents in large print, hearing loop etc)

It would be helpful for Gloucestershire FA to know of any barriers you have faced when dealing with us.

Thank-you for taking the time to fill out this survey