

# EMPLOYMENT APPLICATION PACK:

Community Engagement & Inclusion Officer



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- Hampshire FA Vision, Mission & Values
- Inclusion Advisory Group & Local Reference Group Structure

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We will be running a **Virtual Information Evening** on, **Wednesday 10<sup>th</sup> November** at 6pm,

On the evening we will happily answer any questions you may have about the role or application process.

To **register** for the open evening click [here](#).



# Community Engagement & Inclusion Officer

**Salary:** circa £25,000 per annum

**Contract:** FT Jan 2022–Jun 2024  
(subject to renewal)

## What is the role?

We are looking to transform how we engage with local communities and ensure as many people as possible can play, watch and volunteer in the game.

## What will you do?

- You would lead our engagement process learn of the challenges faced by under-represented groups when accessing football
- You would develop projects to overcome these challenges and impact positively on our community
- You would review key programmes to assess their effectiveness and improve how we work
- You would actively challenge all forms of discrimination in football

## What do you need?

- Strong verbal and written communication skills
- Experience/understanding of engaging and working with communities on a local level
- Ability to manage multiple, ongoing working relationships/partnerships
- Ability to support and influence colleagues

## Applications by 17<sup>th</sup> Nov 2021:

To apply, complete the online application form. Interviews will take place on 25/26<sup>th</sup> Nov 21. Access the form by scanning this QR code with a smartphone:



Or via :

<https://forms.office.com/r/pkHRaWryRa>

## Virtual Information Evening:

To learn more about the role join us virtually on Wednesday 10<sup>th</sup> November at 6pm. Register by scanning this QR code with a smartphone:



Or via:

<https://forms.office.com/r/YME259mTKt>

# APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

**Please complete the application form by clicking [here](#).**

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

**Please complete the equality monitoring form by clicking [here](#).**

Hampshire FA are committed to **safeguarding children and adults at risk**. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through the FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Key Dates:

Application Closing date - **Wednesday 17<sup>th</sup> November 2021**

Interviews dates - **25<sup>th</sup>/26<sup>th</sup> November 2021**



# FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

<b>Job title</b>	Community Engagement & Inclusion Officer
<b>Reports to</b>	Line managed by Football Development Manager with direct reporting line to CEO
<b>Job purpose(s)</b>	Engage with under-represented communities to get more people volunteering, coaching, refereeing and playing across all football pathways (disability, male and female). Work with the wider Hampshire FA team to remove any barriers to people's involvement and explore where football can positively impact people's lives.
<b>Direct reports</b>	Equality, Diversity & Inclusion Intern
<b>Location</b>	Winklebury Football Complex, Basingstoke / Remote working (Minimum 1-2 office days per week)
<b>Working hours</b>	40 hours a week (Flexible options available - job share, hybrid working, part-time)
<b>Contract type</b>	Initial full-time contract from 1st January 2022 - 30th June 2024
<b>Salary</b>	Circa £25,000 per annum

## Roles & Responsibilities:

<b>Representing Hampshire FA</b>	<ul style="list-style-type: none"> <li>Actively deliver against Company Values and Behaviours and the Customer Charter</li> <li>Actively lead the challenging of all forms of discrimination in football</li> </ul>
<b>Inclusion Advisory Group &amp; Local Reference Groups</b>	<ul style="list-style-type: none"> <li>Coordinate the running of the Inclusion Advisory Group (IAG), whose role is to challenge Hampshire FA to deliver inclusive practice across the business</li> <li>Setup a network of local reference groups to understand local challenges and inform the IAG and Hampshire FA staff of key learnings</li> <li>Coordinate meetings and record discussion points/actions to share key information</li> </ul>
<b>Community Engagement &amp; Project Development</b>	<ul style="list-style-type: none"> <li>Coordinate and expand local reference group network to engage with under-represented ethnic and faith communities, LGBTQ+ communities and other marginalised groups (identified through data review and consultation)</li> <li>Work with lead officers and existing committees to engage with female and disability communities</li> <li>Consult regularly to understand:             <ol style="list-style-type: none"> <li>challenges our communities face when accessing football</li> <li>wider societal challenges football can positively impact</li> </ol> </li> <li>Create partnerships with local organisations</li> <li>Work with key delivery staff at Hampshire FA to develop projects based on learnings and report progress back to local reference groups/IAG</li> <li>Develop and deliver anti-discrimination programmes and campaigns</li> </ul>
<b>Data Collection &amp; Review</b>	<ul style="list-style-type: none"> <li>Review data collected by The FA and compare with locally collected data and census data</li> <li>Collect data for key Hampshire FA programmes and compare findings with FA data and census data</li> <li>Deliver annual report to board and staff, highlight trends/progress and make recommendations for future plans</li> </ul>
<b>Strategy &amp; Planning</b>	<ul style="list-style-type: none"> <li>Support the development and delivery of Hampshire FA's Equality Action Plan</li> <li>Support the development and delivery of the FA Grassroots Football Strategy in Hampshire</li> <li>Review key Hampshire FA programmes to assess current effectiveness and identify how to improve</li> <li>Increase the number of players, coaches, referees and volunteers (including the Hampshire FA Youth Network) by engaging a more diverse population</li> </ul>



<b>Equality Standard</b>	<ul style="list-style-type: none"> <li>Work with the Football Development Manager to ensure Hampshire FA maintain the Equality Standard for Sport Preliminary award</li> <li>Record evidence of delivery against criteria and submit for assessment as required</li> <li>Prepare to apply for the Intermediate award by 2024</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>Line manage and mentor the Equality, Diversity and Inclusion Intern for the 2021/22 season</li> <li>Support recruitment of 12-month student internship from Bournemouth University for subsequent seasons</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Adhere to Hampshire FA finance protocols, processing payments and invoices as required</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Support maintenance of FA safeguarding operating standards and ensure that the safeguarding of young and vulnerable people is prioritised at all times</li> <li>Carry out appropriate Safeguarding Risk Assessments for any activities delivered</li> <li>Ensure that all participants and their families are aware of how/encouraged to report any safeguarding concerns they might have</li> </ul>

### Skills and Experience

<b>Essential</b> (Required to fulfil role)	<ul style="list-style-type: none"> <li>Strong verbal and written communication skills</li> <li>Experience/understanding of engaging and working with communities on a local level</li> <li>Experience/understanding of challenging discrimination</li> <li>Experience of data collection and review</li> <li>Ability to manage multiple, ongoing working relationships/partnerships</li> <li>Ability to support and influence colleagues</li> </ul>
<b>Non-Essential</b> (Beneficial but can be learned once in the role)	<ul style="list-style-type: none"> <li>Experience of engaging and working with diverse/minority communities</li> <li>Experience of managing forum/committee meetings and recording outcomes</li> <li>Experience of carrying out local consultation to inform plans/delivery</li> <li>Experience/understanding of Equality Impact Assessments</li> <li>Experience of report writing and presenting findings</li> <li>An understanding of the Equality Act 2010 and identified protected characteristics</li> <li>An understanding of Hampshire demographics</li> <li>Knowledge/Understanding of the FA Grassroots Football Strategy (previously National Game Strategy)</li> <li>Knowledge/understanding of the Equality for Sport Framework</li> <li>Knowledge/understanding of current Safeguarding standards in sport (specifically football)</li> </ul>

### HFA Values

### Expected Behaviours

<b>PROGRESSIVE</b>	<ul style="list-style-type: none"> <li>Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>Questions the way things are done and takes informed risks.</li> <li>Continuously seeks to improve efficiency and performance.</li> </ul>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Maintains people's self-esteem when interacting with them.</li> <li>Avoids pre-judgement when listening to suggestions from others.</li> <li>Seizes the opportunity to apply Hampshire FA standards at all times.</li> </ul>
<b>INCLUSIVE</b>	<ul style="list-style-type: none"> <li>Openly collaborates with colleagues and partners in the game</li> <li>Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>Seeks out and embraces new ways of thinking and working.</li> </ul>
<b>DETERMINED</b>	<ul style="list-style-type: none"> <li>Works relentlessly to overcome roadblocks or obstacles to achieve the goal.</li> <li>Remains focused on seeing agreed goals through to completion taking pride in their work.</li> <li>Maintains motivation for their team and themselves.</li> </ul>
<b>EXCELLENT</b>	<ul style="list-style-type: none"> <li>Seeks to achieve the highest levels of performance at all times.</li> <li>Can be committed to achieve a standard that others consider impossible.</li> <li>Supports others to go further and achieve more.</li> </ul>

**Application Deadline:**

Wednesday 17<sup>th</sup> November 2021

**Interviews to be held (format TBC):**

25<sup>th</sup>/26<sup>th</sup> November 2021



# SUPPORTING INFORMATION

Hampshire FA Vision, Mission & Values

Vision

Using the power of **football** to build a better future for all communities in **Hampshire**.

Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

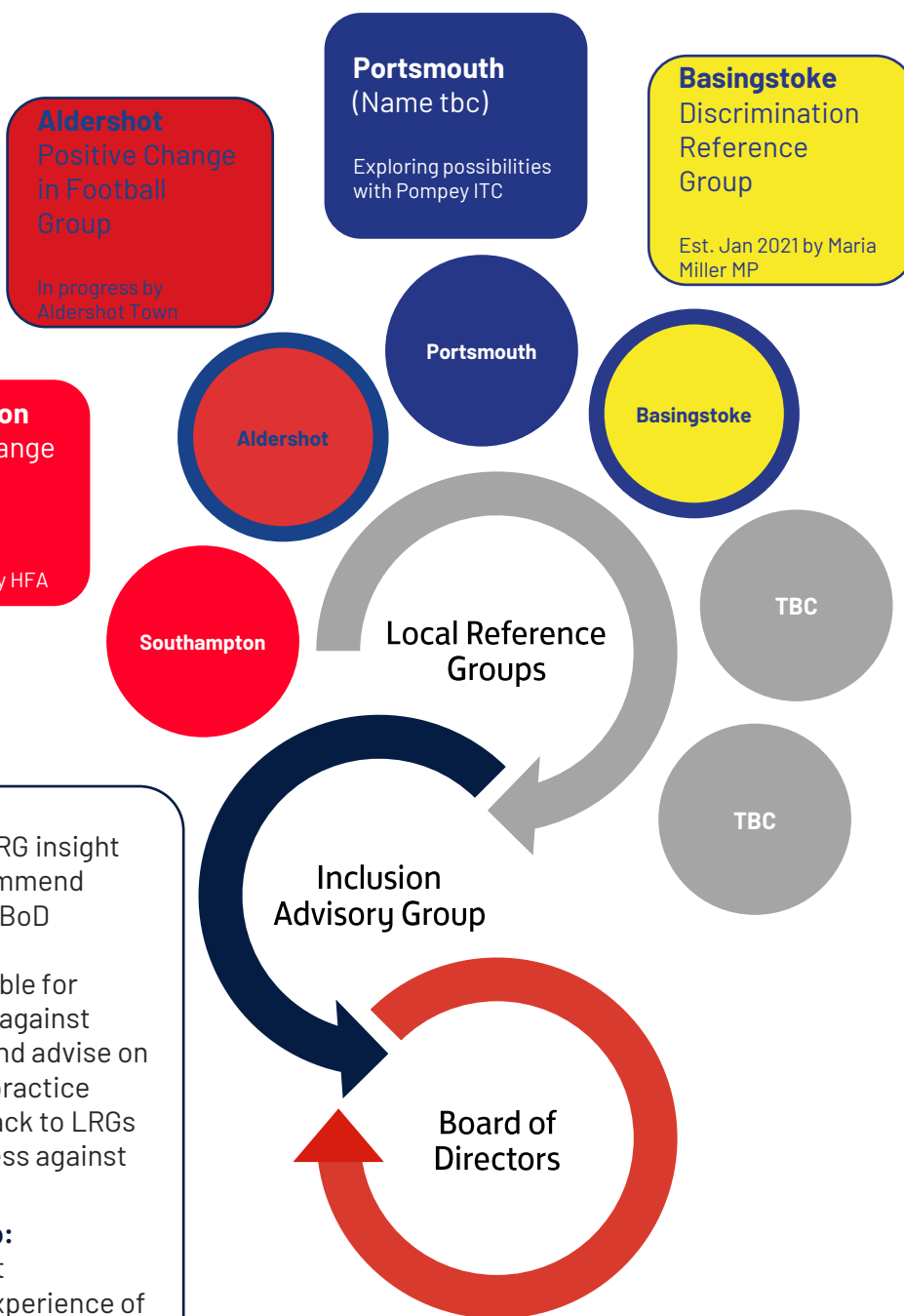
Values

**Progressive - Respect - Inclusion - Determined - Excellence**



# SUPPORTING INFORMATION

## Inclusion Advisory Group & Local Reference Group Structure



**Southampton**  
Positive Change  
in Football  
Group  
Est. Aug 2020 by HFA

**Aldershot**  
Positive Change  
in Football  
Group  
In progress by  
Aldershot Town

**Portsmouth**  
(Name tbc)  
Exploring possibilities  
with Pompey ITC

**Basingstoke**  
Discrimination  
Reference  
Group  
Est. Jan 2021 by Maria  
Miller MP

**Purpose:**

- Review LRG insight and recommend action to BoD
- Hold BoD accountable for progress against actions and advise on policy & practice
- Report back to LRGs on progress against actions

**Membership:**  
Independent expertise/experience of engaging underrepresented groups from a variety of demographics in a variety of settings and key Hampshire FA delivery staff

**Purpose:**

- Open up access to local communities to gather insight on challenges and key priorities
- Feedback on effectiveness of activity and advise on future strategies
- Inform the IAG of key priorities for action at local level

**Membership:**  
Including but not limited to grassroots & professional football club reps, local charities, religious institutions, LAs, community representatives & associations and youth centres

**Purpose:**

- Direct and liaise with HFA staff to act on IAG recommendations
- Work with IAG to assess impact and continually strive for Equality, Diversity & Inclusion in Hampshire football
- Report to IAG on impact and progress against actions

**Membership:**  
Elected directors of Hampshire FA, including an appointed Champion for EDI to ensure regular representation from IAG

