

APPLICATION PACK:

Independent Chair of Inclusion Advisory Group



WHAT IS IN THIS PACK?

1 Role Advert & Description

2 Application Process

3 Full Role Profile & Person Specification

4 Supporting Information

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

We will be running a **Networking Event** at **Stoneham Lane Football Complex** on **Wednesday 27th April** at **7pm**.

We will be showcasing our recent EDI activity and discussing how community members can influence football in Hampshire. The IAG Chair role will be at the top of the agenda and we will happily answer any questions you have about the role or application process.

To **register** email Alienor.Chartier@HampshireFA.com



Independent Chair of Inclusion Advisory Group

Time Commitment: (per season)

Min. 4 x IAG meetings, up to 4 x Football Management Board meetings & occasional attendance at Board meetings (with associated preparation and staff support time)

Remuneration:

Out of pocket expenses

What is the role?

We are looking for a new voluntary chair to build on existing foundations and oversee a transformation of how we engage with local communities to ensure as many people as possible can play, watch and volunteer in the game.

What will you do?

- You would lead and inspire a talented Inclusion Advisory Group team
- You would work with IAG Members and all Hampshire FA staff to understand local needs
- You would develop inclusive strategies and culture within Hampshire football
- You would provide objective feedback to Hampshire FA staff/Board and challenge us to excel in Equality, Diversity, and Inclusion

What do you need?

- The ability to identify key issues relating to Equality, Inclusion, and Diversity
- The ability to plan, drive, and chair meetings
- A positive attitude to the requirements of the role
- The ability to challenge, support, and influence those around you

Applications by 23rd May 2022:

To apply, please complete our brief online application form - access by visiting [here](#), scanning the QR Code below or contacting Alienor.Chartier@HampshireFA.com



Networking Event:

To learn more about the role join us for our Inclusion Advisory Group Networking event at Stoneham Lane Football Complex on Wednesday, 27th April 2022.

To book your place email:
Alienor.Chartier@HampshireFA.com

APPLICATION PROCESS

To apply, please complete the online application form by clicking [here](#).

Please **review the application pack in full** before completing the form.

If you are unable to access the form or have any additional needs please contact Alienor.Chartier@HampshireFA.com.

If shortlisted, you will be invited to an informal interview for the role. The interview will be arranged at your convenience and we will happily work around any commitments you 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 - **Monday 23rd May 2022**

Interviews - **by appointment**



FULL ROLE PROFILE

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

Role title	Independent Chair of Inclusion Advisory Group
Reports to	Chair of Board of Directors
Job purpose(s)	<p>Lead and support an Inclusion Advisory Group team to understand local needs and identify priority actions to get more people volunteering, coaching, refereeing and playing across all football pathways (disability, male and female).</p> <p>Work with IAG Members, Hampshire FA Board Members, and all Hampshire FA staff to develop inclusive strategies and culture for football within Hampshire whilst providing objective feedback and challenging the organisation to excel in Equality, Diversity, and Inclusion.</p>
Direct reports	Members of the Inclusion Advisory Group
Location	<p>Remote with some attendance to meetings at Hampshire FA sites:</p> <ul style="list-style-type: none"> • Winklebury Football Complex - Basingstoke • Stoneham Lane Football Complex - Eastleigh • Front Lawn Sport Complex - Havant
Estimated Time Commitment	<ul style="list-style-type: none"> • A minimum of 4 meetings per season with additional time for planning and supporting staff. • The successful applicant will also be invited to contribute to Board of Director and Football Management Board meetings (the frequency of this will be dependent on availability and the agreement of both parties) • Overall time commitment can be adapted to fit volunteer's lifestyle/commitments to ensure effective delivery
Remuneration/ Expenses	<p>County FA Expenses will be paid in line with the current Expense Policy of Hampshire FA.</p> <p>Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.</p>

Roles & Responsibilities:

Representing Hampshire FA	<ul style="list-style-type: none"> • Actively deliver against Hampshire FA Values and Behaviours • Actively challenge all forms of discrimination in football
Governance	<ul style="list-style-type: none"> • Represent the IAG on the Hampshire FA Football Management Board and/or Board as appropriate • Attend any national or regional FA inclusion events (where possible and relevant) • Attend Hampshire FA Meetings as and when required and when reasonable
Recruitment & Performance	<ul style="list-style-type: none"> • Support the recruitment of and inspire the very best talented IAG team possible • Ensure the performance of the IAG is measured and accountable where possible • Work closely with the Hampshire FA CEO and other key Hampshire FA staff to ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all County FA work and staff • Ensure that IAG action points are documented and actioned
Strategy & Vision	<ul style="list-style-type: none"> • 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 the Hampshire FA's wider Operational Plan • Liaise with staff members and the IAG Working Group to ensure IAG work supports the attainment of FA and internal Key Performance Indicators • Support delivery of wider business objectives set out within the Hampshire FA Business Reset Strategy 2021-24 • Support delivery of full culture review of Hampshire FA to ensure Equality, Diversity & Inclusion is central to our Vision, Mission and Values



PERSON SPECIFICATION

Skills

Knowledge/Experience

Essential (Required to fulfil role)	<ul style="list-style-type: none"> 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 the Association and the areas in which the Association 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 Ability to work in a professional manner as a representative of the Association 	<ul style="list-style-type: none"> Have a working knowledge of the key legislation around Equality, Diversity and Inclusion Working as part of a team
Non-Essential (Beneficial but can be learned once in the role)	<ul style="list-style-type: none"> Ability to review and analyse data to assist in making informed decisions Ability to work strategically to engage underrepresented communities Good presentation skills 	<ul style="list-style-type: none"> A degree of experience of the sports/football industry Have knowledge of existing equality groups in the local area Have existing positive contacts within the sports/football industry and the wider community Have existing contacts within local community groups Experience of strategy planning/consultation

HFA Values

Expected Behaviours

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

Application Deadline:

Monday 23rd May 2022

Interviews to be held:

By appointment



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

