

INTERNSHIP APPLICATION PACK:

Hampshire FA Equality, Diversity & Inclusion Intern



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If you would like to discuss the role further or have any questions on the content of this pack, please contact **Alie Chartier** using the details below:

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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 – **Friday 28th April**

Interview date – **15th, 17th or 23rd May** (in person @ Winklebury Football Complex, RG23 8BF)



Equality, Diversity & Inclusion Intern

Remuneration: Unpaid

(£100 monthly contribution for travel expenses)

Placement: FT Sept '23 to Sept '24

What is the role?

We are looking for someone with a passion for improving the experiences across all communities playing football across Hampshire. The successful candidate will engage with local football clubs, community groups and charities to improve the experience and opportunity of football for all in Hampshire

What will you do?

- You will support the delivery of Equality, Diversity & Inclusion celebrations across the business
- You will create an analytical report on barriers preventing diverse communities taking part in football
- You will plan and deliver Equality, Diversity & Inclusion projects across the football delivery team
- You will attend the Inclusion Advisory Group and Local Reference Group meetings
- You will support the delivery team with events and projects across the season

What do you need?

- The ability to work collaboratively with a wide range of stakeholders
- The ability to engage with diverse groups
- The ability to connect and work within local communities
- The determination to fail forwards - try > fail > learn > repeat

Applications by Friday 28th April 2023:

To apply, complete the online application form. Interview dates: 15th, 17th, or 23rd May 2023.

Access the form by scanning this QR code with a smartphone:



Or via :

<https://forms.office.com/e/N64NE7BWLZ>

FULL ROLE PROFILE & PERSON SPECIFICATION

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

Role title	Equality, Diversity & Inclusion Intern
Reports to	Community Engagement & Inclusion Officer
Role purpose(s)	<ul style="list-style-type: none"> To support the delivery of Equality, Diversity & Inclusion celebrations across the business To create an analytical report on barriers preventing diverse communities taking part in football To plan and deliver Equality, Diversity & Inclusion projects across the football Delivery Team To attend the inclusion advisory group and local reference group meetings To support the delivery team with events and projects across the season
Location	Winklebury Football Complex, Basingstoke, RG23 8BF Hybrid Working Policy currently in operation providing a mix of office days/remote working (requirement to work in the office two days per week, including a Thursday)
Working hours	Full time - 38.75 hours a week with occasional evening/weekend work required (flexible options available e.g. job share)
Placement type	Fixed term placement from 4 th September 2023 – 1 st September 2024

Roles & Responsibilities:

Representing Hampshire FA	<ul style="list-style-type: none"> Actively deliver against Company Values and Behaviours and the Customer Charter Actively support the challenging of all forms of discrimination in football Support delivery of set objectives through Hampshire FA Internal Advisory Group
Stakeholder Engagement	<ul style="list-style-type: none"> Support the delivery of Equality, Diversity & Inclusion celebrations across the business (e.g., Rainbow Laces, Ramadan, Women's History Month, Black History month) Create an analytical report on the different barriers preventing diverse communities from taking part in football (LGBTQ+ communities, people with disabilities, Women & Girls, lower socio-economic groups, and ethnically diverse communities) Attend Inclusion Advisory Group and Local Reference Group meetings
Participation	<ul style="list-style-type: none"> Plan & deliver small-scale projects across the Delivery Team (coaching & workforce, female, male & disability pathways) Support projects across the Delivery Team, ensuring Equality, Diversity & Inclusion has been considered
People	<ul style="list-style-type: none"> Work with all departments of the county FA to ensure Equality, Diversity & Inclusion is integrated in all Hampshire FA activity Support local leagues and clubs to ensure Equality, Diversity & Inclusion is at the forefront of grassroots football in Hampshire
Safeguarding	<ul style="list-style-type: none"> Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is prioritised at all times Carry out appropriate Safeguarding Risk Assessments for any activities delivered Ensure that all participants and their families are aware of how/encouraged to report any safeguarding concerns they might have Listen to and consult with under-18s on their experiences of grassroots football as part of the Hampshire FA youth engagement strategy
Equality, Diversity & Inclusion	<ul style="list-style-type: none"> Ensure that football is inclusive, diverse and reflective of local communities Use national and local data, research and customer insight to diversify participation in football Support the delivery of HFA strategic plan promoting equality, diversity & inclusion.



Skills

Knowledge/Experience

<p>Essential (Required to fulfil role)</p>	<ul style="list-style-type: none"> • Ability to plan, set and achieve objectives to deadlines • IT skills, including the use of Microsoft Office applications • Ability to work independently and as part of a team • Time management and prioritisation • Problem-solving and decision-making • Communication and presentation skills • Influencing skills to champion change 	<ul style="list-style-type: none"> • Passionate about creating equality, diversity & inclusivity in all areas of grassroots football. • Provision of excellent customer service • University placement student
<p>Non-Essential (Beneficial but can be accumulated once in the role)</p>	<ul style="list-style-type: none"> • Ability to work strategically with partner organisations • Ability to use data to monitor and evaluate programmes 	<ul style="list-style-type: none"> • Demonstrate knowledge of inclusion, equality, anti-discrimination and safeguarding

HFA Values

Expected Behaviours

<p>PROGRESSIVE</p>	<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.
<p>RESPECTFUL</p>	<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.
<p>INCLUSIVE</p>	<ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working.
<p>DETERMINED</p>	<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.
<p>EXCELLENT</p>	<ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times. • Can be committed to achieve a standard that others consider impossible. • Supports others to go further and achieve more.

<p>Application Deadline:</p>	<p>Friday 28th April 2023</p>
<p>Interviews to be held:</p>	<p>15th, 17th or 23rd May (in Person @ Winklebury Football Complex, RG23 8BF)</p>



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

