

VOLUNTEER APPLICATION PACK:

Inclusion Advisory Group Member

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Inclusion Advisory Group Member

Salary: Volunteer position **Contract: March 2024 - Jun 2028**

What is the role?

We are looking for volunteers to join the Inclusion Advisory Group to help us embed Equality, Diversity & Inclusion across Hampshire FA and our wider football community by using their expertise to inform the strategic and operational direction of the organisation.

What will you do?

- You will offer guidance on the Operational Plan and its potential effect on under-represented communities in Hampshire, such as ethnic and religious minorities, LGBTQ+ communities, people with disabilities, and women & girls.
- You will propose targeted interventions to increase participation of under-represented groups by identifying current issues and gaps in Hampshire FA's delivery offer.
- You will use the Local Reference Groups and IAG Community Events to understand local community groups better and build positive relationships with their gatekeepers.
- You will review and evaluate the impact of Hampshire FA's work on the Equality Action Plan, Youth Engagement Strategy, and Operational Plans.

What do you need?

- The ability to promote Equality, Diversity & Inclusion as part of a group
- The ability to work strategically to identify and address key challenges, gaps, and issues
- Lived-experience or expertise of one or more protected characteristic

Applications by 26th January:

To apply, complete the online application form. Interviews will take place week commencing 5th February 2024.

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

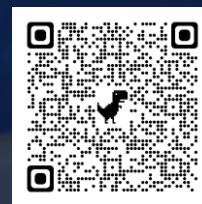


Or via: <https://forms.office.com/e/6A0kmNgYQE>

Virtual Information Evening:

To learn more about the role join us virtually on **Wednesday 17th January at 7pm.**

Register by scanning this QR code with a smartphone:



Or via: shorturl.at/hrtEO

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 - **26th of January 2024**

Virtual Information Evening - **17th of January 2024**

Interviews dates - **week commencing 5th February 2024**



Full Role Profile & Person Specification

Role Title	Member of the Inclusion Advisory Group (IAG)
Reports To	Independent Chair of the IAG
Role Purpose(s)	<ul style="list-style-type: none"> Support Hampshire FA to ensure that inclusion is embedded across the business Influence the strategic and operational planning based on your experience and expertise in equality, diversity & inclusion
Location	Remote, with most meetings taking place online (MS Teams) Opportunity to attend IAG community events, Grassroots Awards Ceremony and other celebrations across the county.
Estimated Time Commitment	Minimum of 2 IAG meetings per season (90 minutes each) and online huddles for IAG members (30 minutes, every 6 weeks). The role can be expanded depending on the person's lifestyle and commitments to ensure effective delivery.
Remuneration / Expenses	County FA Expenses will be paid in line with the current Expense Policy of Hampshire FA. 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.

Responsibilities	
Representing Hampshire FA	Represent Hampshire FA with distinction whilst adhering to our company values.
Governance	Actively engage with the group during IAG meetings and associated events, and attend meetings hosted by Hampshire FA, national or regional FA where possible and relevant.
Recruitment	Identify and engage potential 'Friends of the IAG' and local reference group members.
Performance	Hold Hampshire FA and staff members accountable for delivery against the Equality Action Plan and the Equality, Diversity & Inclusion strategies.
Equality Standard	Support the work around maintaining the current or progressing to the next level of the Equality Standard for Sport.
Collaboration	Liaise with staff members, Focus Groups, and Local Reference Groups to ensure that inclusion is embedded across the wider workforce and business.
Strategy	Support the delivery of the wider business objectives set out within the Equality Action Plan and Hampshire FA's Equality Strategies.
Vision	Support the delivery of a full review of Hampshire FA's culture to ensure that Equality, Diversity & Inclusion is central to our Vision, Mission and Values.



Full Role Profile & Person Specification

Continued

Skills & Experience	
Essential	<ul style="list-style-type: none"> • Desire to embed equality, diversity & inclusion within our business and the wider Hampshire FA football community • Ability to promote Equality, Diversity & Inclusion as part of a group • Ability to work strategically to identify and tackle key challenges, gaps, and issues • Lived-experience and/or expertise of one or more protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation)
Desirable	<ul style="list-style-type: none"> • Working knowledge of key legislations around EDI • Experience or interest in the sport/football industry • Grasp of the day-to-day barriers impacting ethnic and religious minorities, and LGBTQ+ communities, women and girls, and people with disabilities • Good understanding of the issues impacting local communities in Hampshire • Willingness to meet and work outside of normal working hours

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 always apply Hampshire FA standards.
INCLUSIVE	<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.
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 always achieve the highest levels of performance. • Can be committed to achieve a standard that others consider impossible. • Supports others to go further and achieve more

Application Deadline:	Friday 26 th January 2024
Virtual Information Evening:	Wednesday 17 th January 2024
Interviews to be held:	Week Commencing 5 th February 2024



Hampshire FA Vision & Mission

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

IAG Terms of Reference

Purpose:

The Inclusion Advisory Group will embed Equality, Diversity & Inclusion across Hampshire FA and the wider football community by using their expertise to inform the strategic and operational direction of the organisation.

Membership:

In line with Hampshire FA's Safer & Inclusive Recruitment policy, all IAG members are recruited via a fair and anonymous recruitment process. All members are volunteers and will be paid reasonable travel expenses.

To ensure that the IAG receives fresh ideas and perspectives, members can only do 3 consecutive terms of 3 years.

The IAG always strive to adequately represent our county's diversity, whether by inviting guest speakers to share their stories or by recruiting additional members who bring new perspective or expertise.

The IAG will report directly to the Board via the appointed director, Alex Marshall.

Role:

The role of the Inclusion Advisory Group is to:

1. Provide support and advice on the Operational Plan and the likely impact it may have on under-represented communities within Hampshire, such as ethnic and religious minorities, LGBTQ+ communities, people with disabilities, and women & girls.
2. Identify current issues and gaps within Hampshire FA's delivery offer and propose targeted interventions to increase the participation of under-represented groups.
3. Utilise the Local Reference Groups and IAG Community Events to gain a better understanding of our local community groups and foster good relationships with the gatekeepers of those communities.
4. Monitor, review and challenge the impact of Hampshire FA's work in relation to the Equality Action Plan, the Youth Engagement Strategy and the seasonal Operational Plans.
5. Support the work around maintaining the current or achieving the next level of the Equality Standard.
6. Support the delivery of a full review of Hampshire FA's culture to ensure that Equality, Diversity & Inclusion is central to our Vision, Mission and Values.

Means:

In supporting the role as defined, the Inclusion Advisory Group may:

1. Consult on and support the Hampshire FA planning processes, including the setting of business objectives and targets which ensure that the needs of all communities are considered, catered for and met where possible.
2. Support the development of community engagement, consultations, development programmes and disciplinary procedures where relevant
3. Act as Ambassadors for Hampshire FA.
4. Bring a diverse and inclusive perspective, mindset and culture to Hampshire FA.
5. Be a vocal advocate of the benefits of addressing equality issues in the workplace and the wider community
6. Promote inclusion and diversity in football.
7. Inspire and monitor the change and challenge progress against agreed outcomes.
8. Meet two times a year (as a minimum) in an appropriate format for the members of the group.

These Terms of Reference will be reviewed annually.

