**Application Pack –**

**Independent Chair of Inclusion Advisory Group**

Dear Applicant,

In December 2012, The FA Board approved English Football’s Inclusion and Anti-Discrimination Action Plan 2013-17. This was an important moment as it was the first time that all parts of the game (The FA, Premier League, Football League, Professional Footballers Association, League Managers Association, Professional Game Match Officials Limited and the Referees Association) had come together with a comprehensive plan to promote inclusion and tackle discrimination in all its forms.

The FA announced a new three-year equality, diversity and inclusion plan called ‘In Pursuit of Progress’ in August 2018. This forms part of our commitment to ensure the diversity of those leading and governing football better reflects what we see on the pitch in the modern game today.

Hertfordshire FA is developing an Inclusion Advisory Group (IAG) to provide advice and guidance on all equality matters and to provide strategic oversight of the delivery of a local county-wide inclusion plan. We would like our members to consist of passionate individuals from a variety of backgrounds, experiences and perspectives to help guide and drive our work.

We are currently looking to recruit an Independent Chair who will lead the IAG to support our organisation. The successful person will have significant knowledge and experience of operating at a strategic level in either the Public or Private Sector and equally bring a breadth and depth of knowledge or experience in equality matters.

You will need to be able to think strategically and have the capacity to guide the implementation of local inclusion provisions. You will need to be an advocate of the role of football within inclusion and anti-discrimination with a proven ability to work collaboratively and challenge constructively.

It is an exciting, but challenging opportunity with the incentive of shaping Hertfordshire FA’s inclusion work and positively impacting the landscape of football at every level.

This pack includes the following:

1. The role advertisement
2. The IAG’s Terms of Reference
3. The role profile
4. How to apply - the application form
5. Hertfordshire FA Equality and Diversity Form

Should you have any questions about the role or require clarity on the recruitment pack, you can contact Beatrice Thirkettle, Football Development Officer via [Beatrice.Thirkettle@HertfordshireFA.com](mailto:Beatrice.Thirkettle@HertfordshireFA.com) or 01462 650224

**Vacancy - Independent Chair of Inclusion Advisory Group**

**(Voluntary/Expenses)**

We are looking for a dynamic, self-motivated and proactive individual who wants to make a positive contribution to the governance of grassroots football in Hertfordshire.

The Chair will use their experience to lead and steer the group to promote Inclusion and Diversity throughout the organisation, ensure that the group is focused and provide advice and guidance in relation to the challenges that we face in local football.

The Inclusion Advisory Group will report directly to the Board on all issues relating to Inclusion, Equality and Diversity.

There will be four IAG meetings each season (although this could change according to need) as well as communication between meetings to support the County in deliveringthe National Game Strategy. There will also be a requirement to attend Board meetings when required and attend the National County FA Inclusion Day annually.

The Inclusion Advisory Group (IAG) will embed inclusion into Hertfordshire FA, through support and advice on all issues of diversity and equality within the strategic and operational workings of Hertfordshire FA.

The successful applicant must also be able to demonstrate excellent communication and influencing skills.

**What can we offer?**

* An exciting opportunity to be part of a forward thinking, progressive business
* To work with key stakeholders within the grassroots and game
* A commitment to empowered and supportive personal development
* Travel expenses when attending meetings

**How to apply:**

Applications will be accepted via the application form contained in this recruitment pack. It is essential that applicants clearly demonstrate their ability to meet the requirements of the role, explaining how their experience and technical skills will assist them.

Recruitment for the voluntary role will be based on both the technical ability to fulfil the role and also key behavioural competencies and our organisational values of Honesty, Efficiency, Respect, Teamwork and Trust.

We would appreciate if you could 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.

This should be filled in anonymously and sent in separately. They will be collated separately so we can monitor diversity and will not be used to identify individuals.

**The interview process:**

The date for applications will close at 5pm on Friday 29th March 2019. Applications will be shortlisted and we will invite some candidates for an interview.

The interviews will take place week commencing Monday 8th April 2019 and will be held at Hertfordshire FA Headquarters. We can be flexible with interview times where required.

A formal induction process will take place once we have appointed an IAG Chair. We will make reasonable adjustments to the process where required to ensure all individuals have suitable access.

**Inclusion Advisory Group - Terms of Reference**

**Purpose**

The Inclusion Advisory Group will embed inclusion into Hertfordshire FA, through support and advice on all issues of diversity and inclusion within the strategic and operational workings of the organisation.

**Membership**

The membership will go through an application process. Members should ideally represent the demographics of Hertfordshire and cover the range of protected characteristics, where possible, but as important is diversity of experience, knowledge and thought. All members will be volunteers and will be paid travel expenses.

The IAG Chair will have a seat on the Council and the IAG will report directly to the Board, through regular reports and attending meetings where appropriate.

**Role**

The role of the Inclusion Advisory Group is to:

1. Provide support and advice on the County Plan and the likely impact it may have on specific under-represented communities within Hertfordshire, e.g. ethnic minority communities, women and girls, and people with impairments.
2. Advise on specific interventions to increase participation by the whole community to address gaps in provision and grow the game.
3. Foster good relationships with the local community, so that football can be used to create positive sporting opportunities and increase participation for all.
4. Monitor and review the impact of the County FA’s work in relation to equality through the County plans and working towards achieving the next level of the Equality Standard.

**Means**

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

1. Analyse data to provide intelligence and support recommendations of Hertfordshire FA.
2. Consult on and support the county planning process, including the setting of business objectives and targets which ensure that the needs of the whole community are met. This will include being responsible for the development and implementation of a new Inclusion Action Plan.
3. Provide support to Hertfordshire FA’s community engagement, consultation, development programme and disciplinary procedures.
4. Act as Ambassadors as appropriate for Hertfordshire FA.
5. Bring a diverse perspective to Hertfordshire FA.
6. Identify key equality issues and support the identification and delivery of solutions.
7. Advocate the benefits of addressing equality issues.
8. Assess and advise on equality impacts arising out of county plans.
9. Coordinate consultation sessions with the wider community in relation to annual county plans.
10. Identify key issues and trends that may promote the growth of the game through inclusion and diversity interventions
11. Promote inclusion and diversity in football
12. Devise, monitor and evaluate County FA secondary Key Performance Indicators for inclusion and diversity
13. Meet four times a year (as a minimum)

These Terms of Reference will be reviewed once the group is set up and on an annual basis.

**Independent Chair of Inclusion Advisory Group - Role Profile**

|  |  |  |
| --- | --- | --- |
| **Role Title:** | Independent Chair of Inclusion Advisory Group | |
| 1. **Role Purpose** | | |
| * To lead and support an effective, constructive and cohesive Inclusion Advisory Group * To assist the IAG Members and all Hertfordshire FA staff to plan, lead and develop a strategic vision for inclusion in football within Hertfordshire * To report effectively on the delivery of Inclusion to our Hertfordshire FA Council and Board | | |
| 1. **Principal Accountabilities/Responsibilities** | | |
| **Governance**   * To represent the IAG on the Hertfordshire FA Council * To attend the annual National County FA Inclusion Conference * To attend Hertfordshire FA Meetings as and when required (mostly evenings, however some may be during the day)   **Agendas, Papers/packs and Presentations**   * To support the recruitment and inspire the very best and talented IAG team possible * To ensure the performance of the IAG is measured and accountable * To prepare the Agenda for IAG meetings * To work closely with the County Development Manager and Development Team to ensure resources are effectively prioritised for inclusion success * To ensure that IAG action points are documented and actioned.   **Strategy & Vision**   * To support work around achieving the Preliminary and subsequent Equality Standard(s), including the creation of a robust Equality Action Plan. * To liaise with staff members and the IAG Working Group to ensure IAG work supports the attainment of FA and Internal KPIs | | |
| 1. **Knowledge/Experience/Technical Skills** | | |
| **Essential**   * Have knowledge of the key legislation around inclusion and diversity * 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 Hertfordshire FA and the areas in which Hertfordshire FA operates * Be able to plan, drive and deliver/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 * Work as part of a team * Ability to work in a professional manner as a representative of Hertfordshire FA | | **Desirable**   * A degree of experience of the sports/ football industry * Have existing positive contacts within the sports/ football industry and the wider community * Have existing contacts within local community groups * Have knowledge of existing equality groups in the local area and who to contact * Ability to review and analyse data to assist in making informed decisions * Ability to work strategically to engage under represented communities * Experience of strategy planning/ consultation * Good presentation skills |

**IAG Chair - Application Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | | | | | | | | | |  | | Forename: | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Postcode: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Home Telephone No: | | | | | | | | | |  | | Daytime No: | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Mobile No: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Email Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |
| --- |
| Please tell us how you meet the IAG Chair role profile as shown above. |

|  |
| --- |
| Please tell us your reasons for wanting to be on this Inclusion Advisory Group. |

|  |
| --- |
| Please give details of any skills (professional/life skills), interests or hobbies you have that may be beneficial to you undertaking this role with Hertfordshire FA. |

Please complete and return this form via email to [Beatrice.Thirkettle@HertfordshireFA.com](mailto:Beatrice.Thirkettle@HertfordshireFA.com) or alternatively post your application to Hertfordshire FA, The County Ground, Letchworth, SG6 2EN.

Closing date for applications: 5pm on 29th March 2019

Applicants will be invited to interviews w/c 8th April 2019