

Hertfordshire FA



Role Profile

Job Title:	Independent Chair of Inclusion Advisory Group	Reports To:		Grade:	N/A
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Role Purpose:

To Chair the Inclusion Advisory Group, whose role is to:

- 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 and feedback effectively on the delivery of Inclusion to Hertfordshire FA Council and Board, with commitments to the Board on a regular basis.

Direct Reports:

N/A

Key Accountabilities:

Governance

- To provide a report to the Hertfordshire FA Board and/or Council
- To attend any national or regional FA inclusion events (where possible and relevant)
- To attend Hertfordshire FA Meetings as and when required and when reasonable

Agendas, Papers/packs and Presentations

- To support the recruitment of and inspire the very best and talented IAG team possible
- To ensure the performance of the IAG is measured and accountable where possible
- To prepare the Agenda for IAG meetings
- To work closely with the Hertfordshire FA CEO, Head of Football Development & Investment, Inclusion Officer and all Hertfordshire FA staff where relevant, to ensure resources are effectively prioritised for inclusion to be embedded across all Hertfordshire FA work and staff
- To undertake relevant training and ensure all group members undertake the necessary training to remain compliant with FA regulations
- To ensure that IAG action points are documented and actioned

Strategy & Vision

- To 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 Hertfordshire FAs wider operations plan.
- To liaise with staff members and the IAG Working Group to ensure IAG work supports the attainment of FA and Internal KPIs

CFA Values and Behaviours – HERTT

Values & Behaviours:	
Honesty	<p><i>I work transparently and confidently</i></p> <ul style="list-style-type: none"> • Open and accountable for our actions. • Recognise where you need help • Deliver what you said you would to contribute towards to the team/goals
Efficiency	<p><i>I will encourage new and simple ways of working</i></p> <ul style="list-style-type: none"> • Open to change • Maximise technology • Simplify processes and procedures
Respect	<p><i>I respect the opinion of those around me</i></p> <ul style="list-style-type: none"> • Value Peoples Time • Understanding other views • Value the role of others • Sharing experiences and building stronger relationships
Teamwork	<p><i>I will listen and empathise to build positive relationships</i></p> <ul style="list-style-type: none"> • Understand and consciously recognise each other's approach to work in tandem • Adaptable to achieve goals together • Give praise and credit to each other for achievements
Trust	<p><i>I trust my colleagues to deliver quality</i></p> <ul style="list-style-type: none"> • Gives space to develop and learn from mistakes • Take accountability & ownership of own decisions • Open and fair

Knowledge/Experience/Technical Skills:	
<p><u>Essential</u></p> <ul style="list-style-type: none"> • Have a working 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 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 	<p><u>Desirable:</u></p> <ul style="list-style-type: none"> • 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 • 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

Safeguarding:	
Inclusion Advisory Group members are expected to lead by example and support the embedding of safeguarding into football. They have the responsibility to act and report concerns that they observe or are informed of.	
Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?	
NO	
Enhanced DBS Check Required:	NO
Clean Full Driving Licence:	Useful but not essential

Created by:	<i>Steve Maker, Head of Football Development and Investment</i>
Date Role Profile Created:	April 2021
Signed by Role Holder:	

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.