

# Hertfordshire FA



## Inclusion Advisory Group - Chair and Member Recruitment Information

*Inspiring a lifelong journey in football for all*

### Introduction

Thank you for your interest in becoming the Chair or a Member of our Inclusion Advisory Group (IAG). Football is the most popular sport in the UK and we're delivering great experiences across Hertfordshire.

Hertfordshire FA is responsible for a growing area for football participation with more than 3,000 teams playing football in the county. We are in the process of developing a revised strategy in line with [The FA 'Survive, Revive, Thrive' Strategy for 2020-2024](#), which will outline our strategic direction to create an inclusive grassroots football environment which delivers football opportunity for all. Further Details relating to our current strategy and the work we undertake can be found in the organisation's most recent [Annual Review \(2018-19 season\)](#).

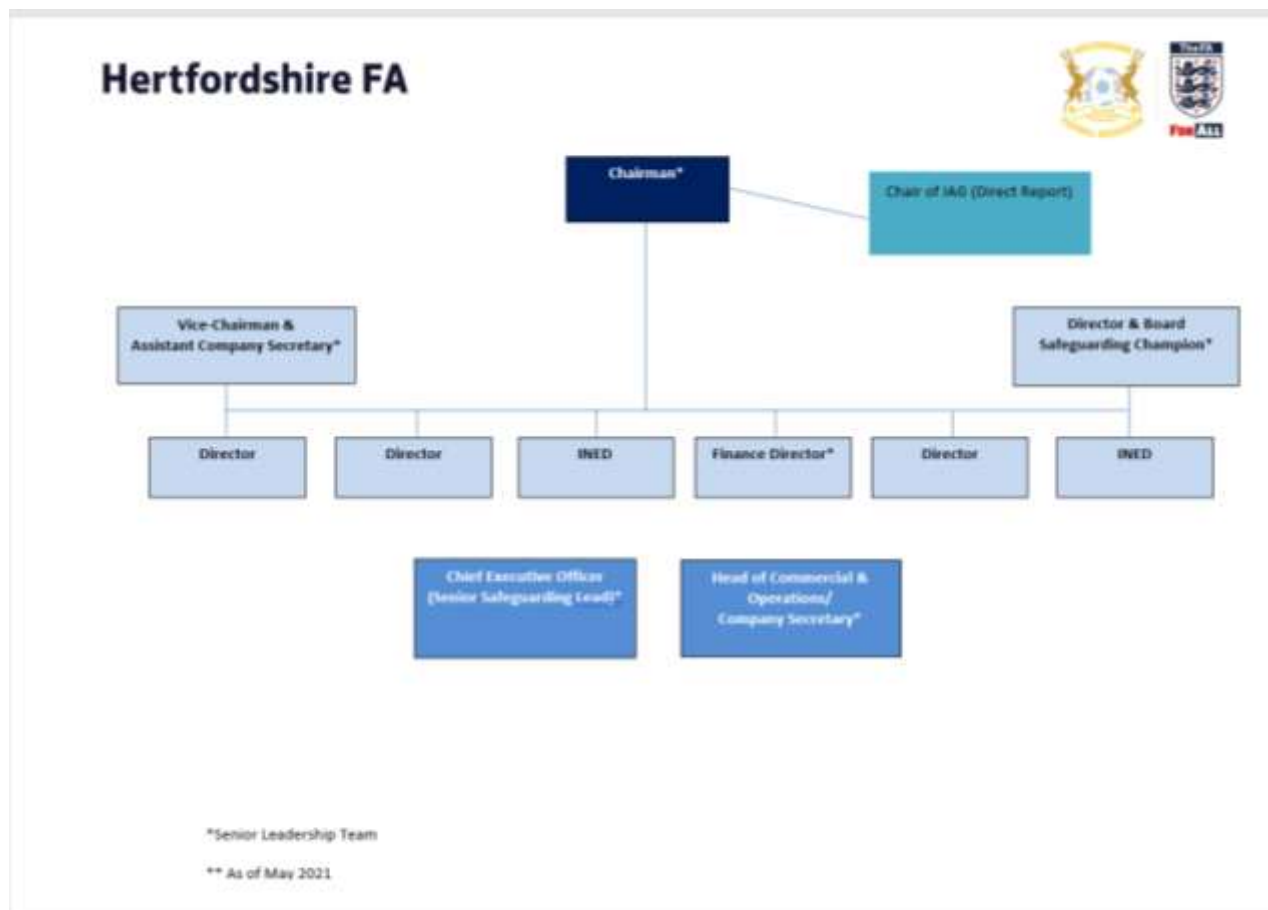
One of those strategic objectives is to ensure Hertfordshire FA is an inclusive, accountable and transparent decision-making organisation and as part of that process we want to ensure that we embed the Inclusion Advisory Group into the organisation to support the ongoing agenda of Inclusion and Equality. We are seeking to recruit an **Independent Chair of the IAG**, who will report directly into the Hertfordshire FA Board, along with new **Members of the IAG**. Collectively, as a group and as individuals they will help support the organisation to continue to embed equality and inclusion at all levels.

We are running an open application process to attract and recruit the best people for the roles. In this pack, you will find details of the skills and experience we are looking for, our organisational values and the process for applying. If you have any questions regarding the role of the IAG or function of the Chair and Member role please contact Karl Lingham, our CEO, or Steve Maker, our Head of Football Development and Investment at [steve.maker@hertfordshirefa.com](mailto:steve.maker@hertfordshirefa.com).

**G. Phillips**  
Hertfordshire FA Chair

## Our Board Structure

The Board operates with 9 Directors – 7 elected from the HFA Council and 2 recruited independently to help and ensure the HFA is effectively and efficiently run, with appropriate oversight and governance. The Chair of the IAG will report directly into the Board as an important strategic advisor to ensure Equality and Inclusion is embedded at Director and Board level.



The HFA Board is tasked with the following key roles:

<b>HFA Board Role Overview</b>	Act as leaders to <b>Develop, Support and Govern</b> football across Hertfordshire to “create a united grassroots football environment which delivers football opportunity for all”
	Monitor and evaluate the <b>HFA’s 2021 – 2024 strategy</b>
	Ensure that the <b>Financial and Human Resources</b> are in place for the HFA to meet its objectives
	Provide <b>Effective Controls</b> which enable risks to be understood, assessed, and managed
	Provide monitoring and evaluation of success through effective <b>Performance Management</b>
	Ensure that its obligations to its <b>Association Members</b> and others are understood and achieved

## HERTT - Our Shared Values, Behaviours and Skills

Our Values are at the heart of the HFA. Applicants who can demonstrate the positive behaviours, approaches and skills will be at an advantage.

<p><b>High Quality Introduction to Football</b></p> <ul style="list-style-type: none"> <li>• I care about the customer</li> <li>• I always deliver on customer promises</li> <li>• I take ownership</li> </ul>	<p><b>Develop Club &amp; Leagues to meet modern player's needs</b></p> <ul style="list-style-type: none"> <li>• I focus on what matters</li> <li>• I have the courage to innovate</li> <li>• I understand the balance required for volunteers</li> </ul>	<p><b>Engage all formats, engage all participants</b></p> <ul style="list-style-type: none"> <li>• I am inclusive &amp; I care</li> <li>• I play a part in the community</li> <li>• I provide opportunities For All.</li> </ul>
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Behaviours & Skills Framework – All Board Roles	Values		Behaviours / Approach
	<b>Honesty</b> I work transparently and confidently.	Honest Empathetic Knowledgeable	<ul style="list-style-type: none"> <li>• Open and accountable for our actions.</li> <li>• Recognise where you need help</li> <li>• Deliver what you said you would to contribute towards to the team/goals</li> </ul>
	<b>Efficiency</b> I will encourage new and simple ways of working	SMART Creative Commitment	<ul style="list-style-type: none"> <li>• Open to change</li> <li>• Maximise technology</li> <li>• Simplify processes and procedures</li> </ul>
	<b>Respect</b> I respect the opinion of those around me	Trust Value Transparency Understanding	<ul style="list-style-type: none"> <li>• Value Peoples Time</li> <li>• Understanding other views</li> <li>• Value the role of others</li> <li>• Sharing experiences and building stronger relationships</li> </ul>
	<b>Teamwork</b> I will listen and empathise to build positive relationships	Focus Challenge Collaborate Adaptable Share Feedback	<ul style="list-style-type: none"> <li>• Understand and consciously recognise each other's approach to work in tandem</li> <li>• Adaptable to achieve goals together</li> <li>• Give praise and credit to each other for achievements</li> </ul>
<b>Trust</b> I trust my colleagues to deliver quality	Customer Service Accountability Learn High Performing	<ul style="list-style-type: none"> <li>• Gives space to develop and learn from mistakes</li> <li>• Take accountability &amp; ownership of own decisions</li> <li>• Open and fair</li> </ul>	

## Inclusion Advisory Group

The role of the IAG will be to provide informed advice and guidance to Hertfordshire FA. The group will help to develop inclusive policies and practices, that will promote accessible opportunity to engage all sections of the community into football roles and participation at a grassroots level.

The IAG will:

- Meet on a quarterly basis
- Share ideas and good practices
- Develop strategies and policies regarding inclusion and diversity around football participation
- Engage networks/partnerships to increase participation within all communities
- Feedback on applications for 'Hertfordshire FA Tackling Inequalities Fund'.

Hertfordshire FA has worked with key partners to deliver various initiatives to promote equality and inclusion, ensuring everyone has an opportunity to be involved in football in a format which suits them. This includes the following examples:

- The Ramadan Cup with Watford FC CSE Trust and Herts Sports Partnership (2021).
- Working with key partners to deliver specific programmes such as Just Plays and FA education programmes to support female, inclusive and BAME coaches and participants.
- Promoting and supporting the Rainbow Laces Campaign on an annual basis.
- Supporting inclusive football in Hertfordshire through our work with Hertfordshire Senior County Inclusive League and Hertfordshire Youth Inclusive League.
- Growing the number of female and BAME referees within Hertfordshire.
- Third party reporting

Moving forward, we are seeking to build on these programmes and embed this area of work further into the organisation.

## Inclusion Advisory Group Chair: Role Description

We are seeking to recruit an experienced individual with strategic thinking and leadership skills who can apply independent expertise to the Inclusion Advisory Group as the Chair.

### **Chair Role Overview**

The IAG Chair will contribute by providing leadership and professional expertise that delivers against the key requirements:

- To Lead and support an effective, constructive and cohesive Inclusion Advisory Group.
- To lead the IAG members to support Hertfordshire FA to develop an Inclusion Strategy for football in Hertfordshire.
- To report directly into the Hertfordshire FA Board as a strategic advisor on Inclusion and Equality and to support Board level decision making.

The Chair will need to allocate sufficient time to meet the expectations of the role, which is estimated at c.3-5 hours per calendar month. In addition to the IAG, the IAG Chair may be asked to attend/report to monthly Board meetings. This is a voluntary role.

*See the IAG Chair Role Profile document for further information*

## Inclusion Advisory Group Member: Role Description

### **Member Role Overview:**

Members of the IAG will contribute to the Hertfordshire FA by providing insight, knowledge and community connections to:

- Support an effective, constructive and cohesive Inclusion Advisory Group
- Support Hertfordshire FA to develop an Inclusion Strategy for football in Hertfordshire
- Constructively, check, challenge and advise actions within the Hertfordshire FA Operational Plan

Members will need to allocate sufficient time to meet the expectations of the role, which is estimated at c. 2-3 hours every 3 months. This is a voluntary role.

*See the IAG Member Role Profile document for further information*

## Person Specification

Both the IAG Chair and IAG Members will add value through expert knowledge and community connection on the Inclusion and Equality agenda:

<b>Expertise / Qualifications</b>	<b>Experience</b>
<ul style="list-style-type: none"> <li>• Have a working knowledge of the key legislation around inclusion and diversity</li> <li>• Identify key issues and trends that may help promote the game through inclusion and diversity interventions</li> <li>• A leader on Inclusion and Equality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of promotion of inclusion and diversity as part of a group</li> <li>• Experience of relationship development and management with internal and external partners and stakeholders</li> <li>• Experience and ability to use technology, including Microsoft Office 365 programmes</li> <li>• Experience of sport / football sector</li> </ul>
<b>Knowledge</b>	<b>Skills</b>
<ul style="list-style-type: none"> <li>• Have knowledge of existing equality groups in the local area</li> <li>• Have existing contacts within local community groups</li> <li>• The appropriate use of knowledge and experience to make informed decisions to the benefit of Inclusion within football</li> </ul>	<ul style="list-style-type: none"> <li>• Able to translate professional expertise to the Hertfordshire FA context and add value through perspective</li> <li>• Strategic leadership and management skills.</li> <li>• The ability to plan, drive and chair meetings</li> <li>• The ability to develop and monitor strategy</li> <li>• The ability to debate, discuss and challenge in a constructive manner through concise communication</li> </ul>

## Application Process

All we need from you at this stage is three documents:

- An application form of key information
- A copy of your CV
- A Diversity monitoring form

Please send your completed documents to Steve Maker, Head of Football Development and Investment by email via [steve.maker@hertfordshirefa.com](mailto:steve.maker@hertfordshirefa.com).