



## Role Profile

<b>Job Title:</b>	Member of Inclusion Advisory Group	<b>Reports To:</b>	Chair of Inclusion Advisory Group	<b>Grade:</b>	N/A
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### Role Purpose:

- To support an effective, constructive and cohesive Inclusion Advisory Group
- To assist the Chair and all Hertfordshire FA staff to plan, lead and develop a strategic vision for inclusion in football within Hertfordshire

<b>Direct Reports:</b>	N/A
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### Key Accountabilities:

#### Governance

- To contribute to the reports from IAG 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 contribute to the agenda for IAG meetings
- To ensure the performance of the IAG is measured and accountable
- To ensure resources are effectively prioritised for inclusion success
- To ensure they undertake any necessary training in line with FA regulations
- To ensure that the IAG action points are documented and actioned

#### Strategy & Vision

- To support work around achieving the Intermediate Level of the Equality Standard, including the creation of a robust Equality Action Plan
- To ensure IAG work supports the attainment of FA and internal KPI's

## CFA Values and Behaviours – HERTT

Values & Behaviours:	
<b>Honesty</b>	<p><b><i>I work transparently and confidently</i></b></p> <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>	<p><b><i>I will encourage new and simple ways of working</i></b></p> <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>	<p><b><i>I respect the opinion of those around me</i></b></p> <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>	<p><b><i>I will listen and empathise to build positive relationships</i></b></p> <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>	<p><b><i>I trust my colleagues to deliver quality</i></b></p> <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>

Knowledge/Experience/Technical Skills:	
<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Have a working knowledge of the key legislation around inclusion and diversity</li> <li>• Promote inclusion and diversity as part of a group</li> <li>• Identify key issues and trends that may help to promote the game through inclusion and diversity interventions</li> <li>• Ability to meet and work outside of normal working hours</li> <li>• Successfully network with key staff and contacts within Hertfordshire FA and the areas in which Hertfordshire FA operates</li> <li>• Ability to communicate effectively and confidently, both in written form and verbally</li> <li>• Positive attitude to the requirements of the role</li> <li>• Capacity to handle confidential information sensitively</li> <li>• Work as part of a team</li> <li>• Ability to work in a professional manner as a representative of Hertfordshire FA</li> </ul>	<p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• A degree of experience of the sports/football industry</li> <li>• Have existing positive contacts within the wider community and sports/football industry</li> <li>• Have existing contacts within local community groups</li> <li>• Have knowledge of existing equality groups in the local area</li> <li>• Ability to review and analyse data to assist in making informed decisions</li> <li>• Ability to work strategically to engage underrepresented communities</li> <li>• Experience of strategy planning/consultation</li> <li>• Good presentation skills</li> </ul>

<b>Safeguarding:</b>	
<p>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.</p> <p>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?</p> <p>NO</p>	
<b>Enhanced DBS Check Required:</b>	NO
<b>Clean Full Driving Licence:</b>	Useful but not essential

<b>Created by:</b>	<i>Steve Maker, Head of Football Development &amp; Investment</i>
<b>Date Role Profile Created:</b>	November 2023
<b>Signed by Role Holder:</b>	

*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.*