

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 committed to delivering great experiences involved in the game across Hertfordshire.

Hertfordshire FA is responsible for a growing area for football participation with more than 3,300 teams playing football in the county.

We are in the final year of our strategy linked to The FA's 'Survive, Revive, Thrive' Strategy for 2020-2024, and will be developing a new strategy for 2024-28 in line with a new FA Strategy. Progress against our current strategy can be found in the organisation's most recent Grassroots Strategy Update.

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 the function of either the Chair or Member roles please contact Karl Lingham, our CEO, or Steve Maker, our Head of Football Development and Investment at steve.maker@hertfordshirefa.com.



Graham Phillips
Hertfordshire FA Chair

Our Board Structure

The Board operates with 12 Directors – 8 elected from the HFA Council and 4 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:

- Be the ultimate decision-making body and accordingly exercise all of the powers of the Association;
- Review and approve the long term financial plan and annual budget;
- Be responsible for setting and reviewing the strategy of the Association;
- Ensure legal and regulatory compliance is adhered to;
- Maintain and demonstrate a clear division between the Board's management and oversight role and the Executive's operational role

You can find further information about our Governance Structure [here](#)

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.

| High Quality Introduction to Football | Develop Clubs and Leagues to meet modern player's needs | Engage all formats, engage all participants |
|--|---|---|
| <ul style="list-style-type: none">• I care about the customer• I always deliver on customer promises• I take ownership | <ul style="list-style-type: none">• I focus on what matters• I have the courage to innovate• I understand the balance required for volunteers | <ul style="list-style-type: none">• I am inclusive and I care• I play a part in the community• I provide opportunities For All. |

| Behaviours and Skills Framework – All Board Roles | Values | | Behaviours / Approach |
|--|--|---|--|
| | Honesty I work transparently and confidently. | Honest Empathetic Knowledgeable | <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 I will encourage new and simple ways of working | SMART Creative Commitment | <ul style="list-style-type: none"> • Open to change • Maximise technology • Simplify processes and procedures |
| | Respect I respect the opinion of those around me | Trust Value Transparency Understanding | <ul style="list-style-type: none"> • Value Peoples Time • Understanding other views • Value the role of others • Sharing experiences and building stronger relationships |
| | Teamwork I will listen and empathise to build positive relationships | Focus Challenge Collaborate Adaptable Share Feedback | <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 I trust my colleagues to deliver quality | Customer Service Accountability Learn High Performing | <ul style="list-style-type: none"> • Gives space to develop and learn from mistakes • Take accountability and ownership of own decisions • Open and fair |

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 has identified three priority areas of work moving forwards:

1. Raise Awareness across football
2. Provide Education Opportunities
3. Support Hertfordshire FA to deliver on its ambitions and strategic plans around EDI in football

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
- Develop, monitor and review the Hertfordshire FA Inclusion Diversity Action Plan.
- Use data and evidence to support actions for the group to benefit football in Hertfordshire.

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.
- Working with Stevenage FC Foundation and Watford FC CSE Trust to deliver the HAF Programme
- Working with Herts Sports Partnership to deliver a Young Leaders Award to those from under-represented groups.
- 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 Diversity Action Plan 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 Diversity Action Plan 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:

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

Application Process

To apply for one of these roles, please complete the following steps:

- Complete the online Application form, including a copy of your CV [here](#)
- Complete the online Diversity Monitoring form [here](#)

If you have any questions regarding the role of the IAG or the function of either the Chair or Member roles please contact Karl Lingham, our CEO, or Steve Maker, our Head of Football Development and Investment at steve.maker@hertfordshirefa.com.