



# Independent Chair Inclusion Advisory Group Vacancy

**In 2024, The FA published its new four-year equality, diversity and inclusion strategy entitled “A Game free from Discrimination”. This strategy forms an integral part of The FA’s long term commitment to create a game free from discrimination, and outlines three strategic commitments: Boosting Representation, Driving Inclusion and Tackling Discrimination - to ensure that addressing the issue of discrimination remains a core priority for English football, for years to come.**

The Hunts FA is the governing body for football across Huntingdonshire. We are responsible for overseeing all aspects of the grassroots game in the County, providing the structure and support that enables our players, coaches, volunteers and referees to enjoy the beautiful game.

To support delivery of these commitments, the Hunts FA is seeking to recruit a new Independent Chair for its Inclusion Advisory Group (IAG) to:

- Lead and steer the IAG to promote inclusion and diversity throughout Huntingdonshire; this includes the provision for Women and Girls and those with a disability to have access to aspects of football within the County.

- Ensure a focused and strategic approach is adopted to developing inclusive policies and practices that promote opportunities for all members of our community to engage in grassroots football.

Hunts FA have recently achieved the Preliminary level of the Equality Standards and we are looking for a new Chair to build on these existing foundations to ensure that as many people as possible across Huntingdonshire have the opportunities they need to help them play, watch and volunteer in the game.

To join and chair the IAG successfully, the individual must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role. The interview panel must be convinced of the individual’s passion, inspiration and professionalism for the role.

The individual will need to be able to think strategically and be an advocate on the role of football within EDI 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 the Hunts FA's inclusion work and positively impacting the landscape of football at every level.

The successful applicant will report to the Chair of the Board of Directors.

Applicants should be computer literate, ideally have a football interest though not essential, with presentation and communication skills capable of carrying out and implementing administrative systems.

The Hunts FA is committed to safeguarding children and adults at risk, and anyone working with us will be required to follow the Hunts FA safeguarding policies.

### **What can the Hunts FA offer?**

- An exciting opportunity to join a forward thinking, progressive business
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- A personal accident policy

This is a voluntary position with a time commitment of 10-15 hours per month, the majority of which will be evening and weekend events and meetings.

For further information on Hunts FA and the Inclusion Advisory Group, please visit our website via the following link: [Hunts FA](https://www.huntsfa.com)

If any questions arise about the role or clarity is required on the recruitment pack, please contact Hunts FA Director of Administration, Mark Ives

[Mark.Ives@HuntsFA.com](mailto:Mark.Ives@HuntsFA.com) or call 01480 447480 / 07904193289.

**Completed applications must be received before 5pm on Wednesday 12 March 2025. Interviews will be held week commencing 17 March 2025 at the Hunts FA Headquarters, Armstrong House in Huntingdon.** Please note that we are unable to acknowledge receipt of applications.

### **Disability Confident**

The Hunts FA prides its-self on being an employer who are committed to supporting candidates with disabilities throughout our recruitment and selection process. If you require any reasonable adjustments to support your application, please do not hesitate to get in touch.

### **Equality Statement**

The Hunts FA believe that football belongs to, and should be enjoyed by, anyone who wants to participate in it. We are committed to promoting equality within the business in every aspect of its work and we encourage applicants from all backgrounds, cultures, beliefs, and experiences to apply for this role, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.



# Role Profile

<b>Job Title:</b>	Independent Chair of Inclusion Advisory Group	<b>Reports To:</b>	Chair of the Board of Directors
<b>Direct Reports:</b>	Inclusion Advisory Group Members	<b>Remuneration or Expenses:</b>	This is a voluntary position. Reasonable expenses will be paid for Hunts FA/IAG related business, in line with the current expenses policy.
<b>Estimated time commitment to fill the role</b>	The role requires a time commitment in the region of 10-15 hours per month. The IAG aims to meet 4-6 times per year. The Chair will also attend monthly Board meetings, and other meetings/events as required.		
<b>Location:</b>	Location of IAG meetings will be at the Chair's discretion. The Chair will also be required to attend Board meetings which are mainly held in person at the Hunts FA HQ in Huntingdon or online.		

## Role Purpose:

To lead and support an effective, constructive and cohesive Inclusion Advisory Group  
 To assist the IAG Members and all County FA staff to plan, lead and develop a strategic vision for inclusion in football across Huntingdonshire  
 To report and feedback effectively on the delivery of Inclusion to the Board of Directors

## Key Responsibilities:

### Governance

Represent the IAG on the County FA Board  
 Attend any national or regional FA inclusion events (where possible and relevant)  
 Attend County FA Meetings as and when required and reasonable

### Agendas, Papers/Packs and Presentations

Support the recruitment of and inspire the very best and talented IAG team possible  
 Ensure the performance of the IAG is measured and accountable where possible  
 Prepare the Agenda for IAG meetings  
 Work closely with the Hunts FA DOA and other key County FA staff to ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all County FA work and staff  
 Ensure that IAG action points are documented and actioned

### Strategy and Vision

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 the County FAs wider Operational Plan  
 Liaise with staff members and the IAG to advance equality of opportunity for all groups and protected characteristics within Huntingdonshire football  
 Always act to ensure the Safeguarding of children and adults at risk is paramount in all decisions and actions taken.

Essential Skills:	Desirable Skills:
<p>A working knowledge of the key legislation around inclusion and diversity</p> <p>Promote inclusion and diversity as part of a group</p> <p>Identify key issues and trends that may help to promote the game through inclusion and diversity interventions</p> <p>Ability to meet and work outside of normal working hours</p> <p>Successfully network with key staff and contacts within the Association and across Sussex</p> <p>Be able to plan, drive and Chair meetings</p> <p>Ability to communicate effectively and confidently, both in written form and verbally</p> <p>Positive attitude to the requirements of the role</p> <p>Capacity to handle confidential information sensitively</p> <p>Work as part of a team</p> <p>Ability to work in a professional manner as a representative of the Hunts FA</p>	<p>A degree of experience of the sports/football industry</p> <p>Have existing positive contacts within the sports/football industry and the wider community</p> <p>Have existing contacts within local community groups</p> <p>Have knowledge of existing equality groups in the local area</p> <p>Ability to review and analyse data to assist in making informed decisions</p> <p>Ability to work strategically to engage under-represented communities</p> <p>Experience of strategy planning/consultation</p> <p>Good presentation skills</p>
Enhanced DBS required?	No
Full Driving Licence?	Yes

The Role Holder will be expected to understand and work in accordance with the values and behaviours described below	
FA Value	Behaviours
<b>PROGRESSIVE</b>	<p>Embraces new thinking in pursuit of continuous improvement</p> <p>Identifies the need for, and actions change in direction, practice, policy or procedure</p> <p>Questions the way things are done and takes informed risks</p> <p>Continuously seeks to improve efficiency and performance</p>
<b>RESPECTFUL</b>	<p>Sets the standards for respectful behaviour across the game</p> <p>Maintains people's self-esteem when interacting with them</p> <p>Avoids pre-judgement when listening to suggestions from others</p> <p>Seizes the opportunity to apply FA standards at all times</p>
<b>INCLUSIVE</b>	<p>Champions and ensures that football is, and will remain, a game for everyone</p> <p>Openly collaborates with colleagues and partners in the game</p> <p>Provides equal opportunity to people of different backgrounds, experience and perspective</p> <p>Seeks out and embraces new ways of thinking and working</p>
<b>DETERMINED</b>	<p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <p>Works relentlessly to overcome roadblocks or obstacles to achieve the goal</p> <p>Remains focused on seeing agreed goals through to completion taking pride in their work</p> <p>Maintains motivation for their team and themselves</p>
<b>EXCELLENT</b>	<p>The very best outcome achieved by sustained excellence in performance</p> <p>Seeks to achieve the highest levels of performance at all times</p> <p>Can be persistent to achieve a standard that others consider impossible</p> <p>Challenges others to go further and achieve more</p>

Application number:  
(Office use only)



# APPLICATION FORM

Applications can be accompanied by a Curriculum Vitae (CV).  
The decision to invite you to attend for interview will be based  
on the information you provide on this form. Hunts FA is an  
Equal Opportunities Employer.

Position applied for: Independent Chair of the Inclusion Advisory Group

## Personal details *(please complete in BLOCK CAPITALS)*

First Names:

Surname:

Mr / Ms / Mrs or preferred title:

Are you over the age of 18?

Preferred Pronouns: she/her/hers - he/him/his - they/them/theirs - or other:

Address:

Post Code:

Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an accepted FA DBS (Criminal Records Check)\*

\*If you do not hold an FA DBS, it may be a requirement for this to be completed  
before appointment.

**Please tell us how you meet the IAG Chair role profile as shown above?**

**Please give details of any other skills (Professional/Life Skills), interests or experience you have that may be beneficial to you undertaking this role within Sussex County FA**



### Accessibility

Hunts FA is committed to ensuring that all applicants can access the application and selection process for this role. Please detail in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.

### Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

Date:

**Completed application forms must be received before 5pm on Wednesday 12 March 2025.**

Email your completed application to [Brett.fairholm@HuntsFA.com](mailto:Brett.fairholm@HuntsFA.com)



# DIVERSITY & INCLUSION

## DATA CAPTURE - SURVEY QUESTIONS

Hunts FA is committed to Equality and Diversity and ensuring that it is fully representative of the community it serves. To assist us in monitoring the ethnicity of members, we would be grateful if you could complete the following survey form.

All information detailed will be treated anonymously.



### Which of the following best describes your ethnic origin?

*Please select the one answer which best describes you*

White		Mixed	
White British (English, Welsh, Scottish, Northern Irish)	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
White Gypsy or Irish Traveller	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
Other White (please specify:)	<input type="checkbox"/>	Other Mixed / Multi-ethnic background (please specify:)	<input type="checkbox"/>
<hr/>		<hr/>	
Asian or Asian British		Black or Black British	
Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
British Indian	<input type="checkbox"/>	British Caribbean	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	African	<input type="checkbox"/>
British Pakistani	<input type="checkbox"/>	British African	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Other Black background (please specify:)	<input type="checkbox"/>
British Bangladeshi	<input type="checkbox"/>		
Chinese	<input type="checkbox"/>		
British Chinese	<input type="checkbox"/>	Arab	
Other Asian/Chinese background (please specify:)	<input type="checkbox"/>	British Arab (English, Welsh, Scottish, Irish)	<input type="checkbox"/>
		Other Arab background (please specify:)	<input type="checkbox"/>
<hr/>		<hr/>	
Other Ethnic Group (please specify:)	<input type="checkbox"/>	Would rather not say	<input type="checkbox"/>
<hr/>			

### Which of the following best describes your religious belief?

*Please select one answer*

No religion	<input type="checkbox"/>	Judaism	<input type="checkbox"/>
Buddhism	<input type="checkbox"/>	Mormonism	<input type="checkbox"/>
Christianity	<input type="checkbox"/>	Sikhism	<input type="checkbox"/>
Hinduism	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Islam	<input type="checkbox"/>	Other (please specify:)	<input type="checkbox"/>
Jehovah Witnesses	<input type="checkbox"/>		
<hr/>		<hr/>	

**What best describes your sexual orientation?**

*Please select one answer*

- Gay/Lesbian ☐
- Heterosexual/Straight ☐
- Bi ☐
- Pan ☐
- Prefer not to say ☐
- Not known ☐



**What best describes your gender identity?**

*Please select the responses that best describes you*

- Female/Woman ☐ Prefer not to say ☐
- Male/Man ☐ I use another term (please specify:) ☐
- Non-Binary ☐
- Agender ☐
- 

**Do you have a trans history or does your gender differ from your sex assigned at birth?**

*Please select one answer*

- Yes ☐
- No ☐
- Prefer not to say ☐

**Do you have any long-term health conditions, impairments or illnesses that have a substantial effect on your ability to do normal daily activities?**

*This could include, for example, physical, sensory, learning, social, behavioural or mental health conditions or impairments. Long-term means that they have lasted, or are expected to last, 12 months or more.*

- Yes ☐
- No ☐
- Don't know ☐
- Prefer not to say ☐

**How old are you?**

*Please select one answer*

- 16-17 ☐
- 18-24 ☐
- 25-34 ☐
- 35-44 ☐
- 45-54 ☐
- 55-64 ☐
- 65+ ☐
- Prefer not to say ☐