



Role Profile

Role Title	Non-Executive Director & Chair of Inclusion Advisory Group
Reports to	Chair of the Board of Directors

Role Purpose	
<ul style="list-style-type: none"> To lead and support an effective, constructive and cohesive Inclusion Advisory Group (IAG). To assist the IAG members and all Jersey FA staff to plan, lead and develop strategic vision for inclusion in football within the island. To report and feedback effectively on the delivery of inclusion to the Jersey FA Board. 	
Direct Reports	Members of the Inclusion Advisory Group

Location	Main place of work: Springfield Stadium, Janvrin Road, Jersey, JE2 4LF <i>Option for online meetings via Microsoft Teams</i>
Estimated time commitment to fulfil the role	The Inclusion Advisory Group will meet approximately once a quarter, unless specific work/topics require 'additional meetings' to support ongoing work. The Jersey FA Board meets monthly. Role requires flexibility of time allowance due to the nature of ongoing work and various National and Regional programmes that could require attention during the season.
Remuneration or expenses	This is a voluntary position. Expenses will be paid in line with the current expense policy of the Jersey FA. Accommodation and travel for FA events, where the FA has agreed to reimburse County FA expenses, will be paid in line with the current County FA Expense Policy issued by the FA.

Responsibilities	
Governance	
<ul style="list-style-type: none"> To represent the IAG on the Jersey FA Board and be appointed as a Non-Executive Director. Attend Board meetings (approximately 12 meetings per year). Attend any national or regional FA inclusion events (where possible and relevant). Attend Jersey FA meetings as and when required and when reasonable. 	
Agendas, Papers, Packs and Presentations	
<ul style="list-style-type: none"> Support the recruitment of and inspire the very best and talented IAG team as possible. Ensure the performance of the IAG is measured and accountable. Agree the agenda for IAG meetings. Work closely with the Jersey FA CEO and other key staff to ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all Jersey FA work and staff. Ensure the 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 Jersey FA’s wider operations plan.
- Liaise with staff members and the IAG members to ensure IAG work supports the attainment of FA and Internal KPIs.
- Help develop the Jersey FA strategy so that it is underpinned by the commitment to Inclusion and Diversity.

Person Specification

Skills & Knowledge

Essential

- 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 the Association and the areas in which the Association 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
- No disqualification from being a company director
- Ability to work in a professional manner as a representative of the Association
- A passion to implement safeguarding in all aspects of the Association’s activities
- Will be required to sign up to Board’s Codes of Conducts and Safeguarding Code of Conduct

Desirable

- A degree/experience of the sports/football industry
- Have existing positive contacts within the sports/football industry and the wider community
- A knowledge/understanding of the Equality Standard ‘system’
- Have existing contacts within local community groups
- Have a knowledge of existing equality groups in Jersey
- 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

Enhanced CRC Check Required

YES

Check Companies House Disqualified Directors Register?

YES

Clean Full Driving Licence

YES



The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA Value	Behaviours
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement</p> <ul style="list-style-type: none"> Identifies the need for, and actions change in direction, practice, policy or procedure Questions the way things are done and takes informed risks Continuously seeks to improve efficiency and performance
RESPECTFUL	<p>Sets the standards for respectful behaviour across the game</p> <ul style="list-style-type: none"> Maintains people’s self-esteem when interacting with them Avoids pre-judgement when listening to suggestions from others Seizes the opportunity to apply FA standards at all times
INCLUSIVE	<p>Champions and ensures that football is, and will remain, a game for everyone</p> <ul style="list-style-type: none"> Openly collaborates with colleagues and partners in the game Provides equal opportunity to people of different backgrounds, experience and perspective Seeks out and embraces new ways of thinking and working
DETERMINED	<p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <ul style="list-style-type: none"> Works relentlessly to overcome roadblocks or obstacles to achieve the goal Remains focused on seeing agreed goals through to completion taking pride in their work Maintains motivation for their team and themselves
EXCELLENT	<p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> Seeks to achieve the highest levels of performance at all times Can be persistent to achieve a standard that others consider impossible Challenges others to go further and achieve more

Created by:	David Kennedy
Date Role Profile Created:	25 th January 2021
Signed by Role Holder:	

The Jersey FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided. The applicant will also be required to undertake the relevant safeguarding training required for the role of NED.

Jersey FA Ltd is an equal opportunities employer and would actively encourage people from diverse backgrounds to apply.