



# Kent FA Independent Chair of Equality Advisory Group – Role Profile

<b>Role Title</b>	Independent Chair of Equality Advisory Group
<b>Reports to</b>	Chair of the Board of Directors

<b>Role Purpose</b>	
<ul style="list-style-type: none"> <li>To lead and support an effective, constructive and cohesive Equality Advisory Group.</li> <li>To assist the EAG Members and all Kent FA staff to plan, lead and develop a strategic vision for inclusion in football within the County.</li> <li>To report and feedback effectively on the delivery of Inclusion to Kent FA Council and Board.</li> </ul>	
<b>Direct Reports</b>	Members of the Inclusion Advisory Group.

<b>Location</b>	Meetings held at Kent FA Offices (Invicta House, Cobdown Park, London Road, Ditton, nr Aylesford, Kent, ME20 6DQ or via Microsoft teams.  Occasional travel to Kent FA events around the county may also be required.
<b>Estimated time commitment to fulfil the role</b>	4 to 5 hours a month (including attendance at monthly board meetings as a co-opted member)
<b>Remuneration or Expenses</b>	County FA Expenses will be paid in line with the current Expense Policy of Kent FA.  Travel and accommodation to 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.

<b>Responsibilities</b>	
<b>Governance</b>	
<ul style="list-style-type: none"> <li>Represent the EAG on the Kent FA Board and/or Council.</li> <li>Attend any national or regional FA inclusion events (where possible and relevant).</li> <li>Attend Kent FA meetings as and when required and when reasonable.</li> </ul>	
<b>Agendas, Papers/packs and Presentations</b>	
<ul style="list-style-type: none"> <li>Support the recruitment of and inspire the very best and talented EAG team possible.</li> <li>Ensure the performance of the EAG is measured and accountable where possible.</li> <li>Prepare the Agenda for EAG meetings.</li> <li>Work closely with the Kent FA CEO and other key County FA staff to ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all Kent FA work and staff.</li> <li>Ensure that EAG action points are documented and actioned.</li> </ul>	
<b>Strategy &amp; Vision</b>	
<ul style="list-style-type: none"> <li>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 Kent FAs wider operations plan.</li> <li>Liaise with staff members and the EAG Working Group to ensure EAG work supports the</li> </ul>	



attainment of FA and Internal KPIs.



## Person Specification

### Skills and 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
- Ability to work in a professional manner as a representative of the Association

#### Desirable

- A degree of experience of the sports/football industry
- Have existing positive contacts within the sports/football industry and the wider community
- Have existing contacts within local community groups
- Have knowledge of existing equality groups in the local area
- 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

<b>Enhanced DBS Check required?</b>	YES
<b>Check Companies House Disqualified Directors Register?</b>	YES
<b>Clean full driving licence?</b>	YES



**The Role Holder will be expected to understand and work in accordance with the values and behaviours described below**

<b>Kent FA Value</b>	<b>Behaviours</b>
INNOVATIVE	<b>Embraces new and creative thinking in pursuit of continuous improvement:</b> <ul style="list-style-type: none"><li>• Identifies new and different ways to overcome problems, thinking creatively to develop solutions.</li><li>• Continuously seeks to improve efficiency and performance.</li></ul>
SUPPORTIVE	<b>Fosters a supportive culture:</b> <ul style="list-style-type: none"><li>• Maintains people's self-esteem when interacting with them.</li><li>• Avoids pre-judgement when listening to suggestions from others.</li><li>• Always seizes the opportunity to apply FA standards.</li></ul>
INCLUSIVE	<b>Champions and ensures that football is, and will remain, a game for everyone:</b> <ul style="list-style-type: none"><li>• Openly collaborates with colleagues and partners in the game</li><li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li><li>• Seeks out and embraces new ways of thinking and working.</li></ul>
REFLECTIVE	<b>Ensures that the whole game is represented across the business:</b> <ul style="list-style-type: none"><li>• Remains focused on ensuring that all stakeholders are fully represented and all known obstacles to inclusion are challenged and tackled.</li></ul>
EXCELLENT	<b>The very best outcome achieved by sustained excellence in performance:</b> <ul style="list-style-type: none"><li>• Always seeks to achieve the highest levels of performance.</li><li>• Persistent to achieve a standard that others consider impossible.</li><li>• Challenges others to go further and achieve more.</li></ul>