



**KENT FA**  
**INDEPENDENT CHAIR OF**  
**EQUALITY ADVISORY GROUP**  
**APPLICATION PACK**

# INTRODUCTION

Thank you very much for your interest in applying for a role as the Independent Chair of the Equality Advisory Group at the Kent FA. I am passionate about grassroots football and the role that it plays in bringing together people and communities for the benefit of all.

We are a not-for-profit organisation and one of the largest county FAs in the country with more than 4,000 teams playing football each week in Kent. The Kent FA became a limited company in 2000 and employs 21 members of staff who are based at our headquarters in Aylesford. The business of the association is managed by the Chief Executive Officer and the board of directors supported by the Kent FA Council which includes representatives of all sanctioned leagues (adult and youth), the Kent Schools' FA and the Kent FA Youth Council.

The Kent FA is in the final year of its Play-Protect-Promote strategy and excellent progress has been made against all strategic objectives. With a vision to unite, inspire and develop a better football experience for all alongside a mission to safeguard, govern and develop football across Kent, football across the county is in a healthy position.

A key strategic objective is to ensure our corporate governance structure is operating effectively and efficiently and we are seeking to recruit an Independent Chair of our Equality Advisory Group to support and provide guidance on equality, diversity and inclusion.

Whether you're a lifelong football enthusiast, player, volunteer, coach or corporate professional looking to volunteer your expertise, we are committed to creating a board of diverse skills, experience and backgrounds that can add value to the game.

We are running an open application process to attract and recruit the best person for the role. 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, please contact [Darryl.haden@kentfa.com](mailto:Darryl.haden@kentfa.com), our CEO.

**Denise Richmond**

Kent FA Chair



# INDEPENDENT CHAIR OF EQUALITY ADVISORY GROUP

The Kent FA established an Equality Advisory Group in 2009 to provide advice and guidance to the Kent FA Board of Directors. Our Equality Advisory Group has been on a journey over the past 14 years but has recently had a refresh with new members joining the group. Essentially, the Equality Advisory Group (EAG) will provide guidance and advice on:

- **All equality, diversity and inclusion (EDI) and anti-discrimination matters; and**
- **To provide strategic oversight of the delivery of its operations plan in a county-wide inclusive way which includes all sections of all communities.**

We are currently looking to recruit an Independent Chair who will lead the EAG to support our organisation. The successful person will have significant knowledge and experience of operating at a strategic level in either the Public or Private Sector and equally bring a breadth and depth of knowledge or experience in equality and diversity matters.

You will need to be able to think strategically and have the capacity to guide the implementation of local inclusion provisions. You will need to be an advocate of 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 Kent FA's equality, diversity and inclusion work and positively impacting the landscape of football at every level.

## COMMITMENT

The successful candidate will be required to Chair a minimum of four Equality Advisory Group meetings throughout the season. The Chair of the Equality Advisory Group is also appointed to the Kent FA Board in an ex-officio capacity. Therefore, in addition to complying to the requirements of being a Director of Kent FA, the successful candidate will be required to attend bi-monthly meetings of the Kent FA Board.

## REMUNERATION

The Independent Chair position is voluntary. For further information on this please speak to Darryl Haden, CEO, who will be able to provide more information.

## WHAT CAN WE OFFER?

- An exciting opportunity to be part of a forward-thinking, progressive business
- An opportunity to make Kent football more inclusive to minority communities
- To work with key stakeholders within grassroots football
- A commitment to supportive personal development



# BOARD MEMBER ACCOUNTABILITIES

All directors will hold collective responsibility for ensuring the Kent FA board is efficient and effective. The following accountabilities apply to all board members

	ALL BOARD MEMBERS
<b>Strategic</b>	<ul style="list-style-type: none"><li>• Serve as a director of the company and to actively participate in its strategic management.</li><li>• Execute the responsibilities of a company director per the Companies Act (2006) and other relevant legislation.</li><li>• Safeguard the interests of the membership and stakeholders of the association.</li><li>• Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.</li><li>• Constructively check, challenge, review and support the development of the Kent FA's strategy and performance against objectives</li></ul>
<b>Ambassador</b>	<ul style="list-style-type: none"><li>• Be a positive ambassador for football in Kent, representing the Kent FA</li><li>• Act as a positive voice for the work of the Kent FA</li><li>• Seek to expand public awareness of the work of the Kent FA</li></ul>
<b>Performance</b>	<ul style="list-style-type: none"><li>• Monitor, review and evaluate organisational performance against agreed objectives</li><li>• Ensure efficient and effective corporate governance</li><li>• Contribute to constructive debate on all board matters.</li><li>• Promote equality of opportunity throughout the association.</li><li>• Perform other responsibilities as assigned by the board.</li></ul>
<b>Finance &amp; Risk</b>	<ul style="list-style-type: none"><li>• Oversee the management of risk to the association, including matters of health and safety.</li><li>• Monitor the financial affairs of the association to ensure the effective use of financial and other resources.</li><li>• Ensure systems of risk management and controls are in place</li><li>• Approve annual operating and capital expenditure budgets</li></ul>
<b>People</b>	<ul style="list-style-type: none"><li>• Ensure appropriate levels of resources to deliver the strategy</li><li>• Use expertise, time and connections to support staff</li></ul>
<b>Football</b>	<ul style="list-style-type: none"><li>• Act in the best interests of football in Kent</li><li>• Continually seek to improve the football experience for all</li></ul>

# KENT FA VALUES

All directors will hold collective responsibility for ensuring the Kent FA board is efficient and effective. The following accountabilities apply to all board members

## INNOVATIVE

**Embraces new and creative thinking in pursuit of continuous improvement:**

- Identifies new and different ways of overcome problems, thinking creatively to develop solutions
- Continuously seeks to improve efficiency and performance.
- Seeks out and embraces new ways of thinking and working.

## EXCELLENT

**The very best outcome achieved by sustained excellence in performance:**

- Always seeks to achieve the highest levels of performance.
- Persistent to achieve a standard that others consider impossible.
- Challenges others to go further and achieve more.

## SUPPORTIVE

**Fosters a supportive culture:**

- Maintains people's self-esteem when interacting with them.
- Avoids pre-judgement when listening to suggestions from others.
- Always seizes the opportunity to apply FA standards.

## INCLUSIVE

**Champions and ensures that football is, and will remain, a game for everyone:**

- Openly collaborates with colleagues and partners in the game
- Provides equal opportunity to people of different backgrounds, experience and perspective.

## REFLECTIVE

**Ensures that the whole game is represented across the business:**

- Remains focused on ensuring that all Kent Football is represented by all stakeholders, proactively tackling roadblocks.

# INDEPENDENT CHAIR OF EQUALITY ADVISORY GROUP – ROLE PROFILE

<b>Role title</b>	<b>Independent Chair of Equality Advisory Group and Independent Non-Executive Director</b>
<b>Reports to</b>	Chair of the Board of Directors
<b>Remuneration</b>	This is a voluntary position.

## Role purpose

- To Chair, lead and support an effective, constructive and cohesive Equality Advisory Group.
- To represent the EAG as an ex-officio Director on the Kent FA Board
- To assist the EAG Members and all Kent FA staff to plan, lead and develop a strategic vision for inclusion in football within Kent
- To report and feedback effectively on the delivery of Equality, Diversity and Inclusion to Kent FA Board.
- To be an active board member, providing strategic oversight and to constructively challenge and review the Kent FA strategic plan.

**Direct reports** N/A

## Principle accountabilities

- Represent the Equality Advisory Group on the Kent FA Board as an ex-officio Director
- Chair the Equality Advisory Group, meeting a minimum of 4 times throughout the football season.
- Lead and steer the Kent FA Equality Advisory Group to promote Equality, Diversity and Inclusion across Kent Football
- Ensure the Kent FA Equality Advisory Group is focused on providing advice and guidance to the Kent FA Board and Executive on all Equality, Diversity and Inclusion matters
- Support the Kent FA Board to embed Equality, Diversity and Inclusion across the organisation
- Serve as an Independent director of the company and actively participate in its strategic management.
- Execute the responsibilities of a company director in accordance with the Companies Act (2006) and other relevant legislation.
- Support the Football Development Officer (Inclusion) with reviewing and updating Kent FA Equality, Diversity and Inclusion policies and procedures
- Support Kent FA staff in delivering Equality, Diversity and Inclusion objectives, ensuring they are embedded across the organisation
- Check and challenge the Diversity, and Inclusion Action Plan for the organisation
- Support events designed to introduce football to underrepresented communities
- Support the delivery of education and training for Kent FA Board, Council, Staff, clubs, officials and volunteers.

## ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

### Essential

- Equality, Diversity and Inclusion related qualification, and/or a working knowledge of the key legislation around inclusion and diversity.
- Strategic leadership and management skills. The ability to develop and monitor organisational strategy
- 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 Kent FA and the areas in which Kent FA 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 County FA.

### Desirable

- Recognised management qualification e.g. CMI, MBA.
- Working experience of Equality, Diversity and Inclusion within a Senior position.
- An understanding of The FA's National Game Strategy and how the Kent FA business plan supports its delivery.
- 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.

**Enhanced DBS Check required?**

**NO**

**Check required on Companies House disqualified directors' register?**

**YES**

# APPLICATION PROCESS

All we need from you at this stage is two documents:

- A completed application form of key information
- A Diversity monitoring form
- The closing date for applications is **midnight** on Sunday 31<sup>st</sup> March 2024

## APPLICATION

- ✓ Complete the application form & Equality Monitoring form
- ✓ Return to Kent FA by deadline of midnight **Sunday 31<sup>st</sup> March 2024**

## INTERVIEWS

- ✓ Shortlisted candidates will be notified w/c **22<sup>nd</sup> April 2024**
- ✓ Interviews will be held w/c **29<sup>th</sup> April 2024**

## SELECTION

- ✓ Candidates will be notified the outcomes of interviews w/c **6<sup>th</sup> May 2024**

## INDUCTION

- ✓ Induction training will be provided
- ✓ Meet with other directors & key staff

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The Independent Equality Advisory Chair application form can be found [here](#)

### FURTHER QUESTIONS

If you have questions regarding the roles or require further clarification please contact Darryl Haden, CEO via email at [Darryl.haden@kentfa.com](mailto:Darryl.haden@kentfa.com).

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