



LIVERPOOL FA RECRUITMENT PACK

Independent Non-Executive Inclusion & Equality Director

ABOUT LIVERPOOL FA

A word from our Chief Executive Officer, Tony Smith:

“Liverpool County FA is one of the most prestigious County FAs in the country, serving more than 55,000 players and 500 clubs and 3,500 teams.



At Liverpool County FA, we believe in the power of football to unite communities and create lasting memories. As the governing body for football in Merseyside for over 120 years, we are dedicated to making football accessible and enjoyable for all, regardless of age, ability, or background.

Our utmost priority is that every participant is given the opportunity to develop in a progressive and enjoyable football environment. By promoting **‘Football for All’** we encourage participation across all sections of society, regardless of age, ability, disability, gender, sexual orientation, race, religion or socio-economic status.”

ABOUT THE ROLE

An exciting opportunity for an experienced and self-motivated Independent Non-Executive Director has arisen within our Board of Directors.

We are seeking to recruit an inspiring, dynamic and motivated individual as our new **Independent Non-Executive Inclusion & Equality Director** to help drive our business forward.

As our Independent Non-Executive Inclusion & Equality Director, you will be a Champion of initiatives promoting inclusion and equality, benefiting Members, Staff, and the football family across Merseyside. Reporting directly to the Chair of the Board of Directors, you will be instrumental in shaping and supporting the Association's vision, strategy, and equality programmes, developing and implementing the Liverpool FA's inclusion and equality strategy, in line with the FA's national strategy.

We have a passionate team of staff that work across six Local Authorities:
Liverpool, Knowsley, Sefton, St Helens, Warrington & Halton.

This is an incredibly exciting opportunity and a fantastic time to join our team as we continue to transform our organisation and focus on creating football opportunities **FOR ALL**.

What can we offer you?

- This is a voluntary role, as such reasonable expenses will be remunerated in accordance with the Liverpool FA expenses policy.
- An exciting opportunity to join a passionate and forward-thinking governing body.

- A rare and unique opportunity to work with key stakeholders across the grassroots and professional game.

The role requires a commitment to attend Board meetings throughout the year. Meetings are normally bi-monthly and held on Tuesday at Liverpool FA and normally last in the region of 2 hours. The Inclusion and Equality Director is also required to attend meetings of the Inclusion Working Group, General Meetings and other ad hoc events held within the County.

Providing Opportunities In Football For All

HOW TO APPLY

To apply for this incredible opportunity to contribute to the growth and success of football in Merseyside, **please send your CV and a compelling cover letter** detailing how you embody our values and why you are the perfect fit for this role to **info@liverpoolfa.com**.

We also require **a completed Equality and Diversity form**, which is included in the pack appendices. Please include **PRIVATE AND CONFIDENTIAL – Inclusion Director** within the email title.

If you require any adjustments to the application process, or would like to discuss the role informally, please contact Adam Greaves-Smith, Business Manager via adam.greaves-smith@liverpoolfa.com.

Deadline for applications: Friday 6th October 2023.

Interviews are scheduled to take place on the following date(s):

Interview Dates: Week commencing 16th October 2023

(We reserve the right to amend the prospective interview process in advance of these dates).

Disclosure and Barring Service Check: *As this role does not involve direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate **will not be required** to undergo a thorough screening process.*

Liverpool FA is committed to achieving equality and fairness in employment and service delivery and we welcome applications from people of all backgrounds, ages, genders, sexual orientations, ethnicities, religions, and abilities.

JOB DESCRIPTION & PERSON SPECIFICATION

Role Title	Independent Non-Executive Inclusion and Equality Director
Reports to	Chair of the Board of Directors
Role Description	
As our Independent Non-Executive Inclusion and Equality Director, you'll be a passionate ambassador for Liverpool FA, ensuring the highest standards of integrity and governance, whilst ensuring that we are pioneering and developed in our approach to Inclusion and Equality across the county.	
Role Purpose	
<ul style="list-style-type: none"> • Lead and support an effective and cohesive Inclusion and Equality initiative, supporting the CEO and Inclusion Lead. • Collaborate with IAG Members and County FA staff to plan and develop a strategic vision for inclusive football within the County. • Provide effective suggestion and feedback on Inclusion matters to County FA Staff and Board. 	
Location	Liverpool FA and occasional travel to alternative venues to attend meetings.
Estimated time commitment to fulfil the role	<p>The role requires a commitment to attend Board meetings throughout the year. Meetings are normally bi-monthly and held on Tuesday at Liverpool FA and normally last in the region of 2 hours. Attendance can be in-person or virtually.</p> <p>The Inclusion and Equality Director is also required to attend General Meetings and other ad hoc events held within the County.</p>
Remuneration and Expenses	<p>This is a voluntary role which is not accompanied by any financial remuneration. Reasonable expenses will be paid in line with the current Expense Policy of Liverpool FA.</p> <p>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.</p>

Responsibilities

- Possess a working knowledge of key legislation concerning inclusion and diversity.
- Advocate for inclusion and diversity within a multi-disciplinary workforce
- Identify crucial issues and trends that promote the game through inclusion and diversity initiatives.
- Successfully network with key staff, external stakeholders and contacts within the Association and its operational areas.
- Skill in planning, driving, and chairing new initiatives,
- Effective communication skills in written and verbal forms.
- Positive attitude toward the role's requirements.
- Ability to handle confidential information with sensitivity.
- Serve as a Director of **Liverpool FA** and to actively participate in its strategic management.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- Safeguard the interests of the membership and stakeholders of the Association.
- Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- Ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the Association's strategic aims and objectives.
- Jointly oversee the management of risk to the Association.
- Develop and maintain an effective corporate governance structure.
- Monitor the financial affairs of the Association and ensure the effective use of Liverpool FA finances.
- Actively promote and champion equality and inclusion opportunities throughout the Association.
- Represent the Association to partners and stakeholders of the Association in a professional manner.
- Act with discretion in respect of sensitive, confidential, or commercial information provided to you in this role.

Person Specification

Qualifications and Experience

- Proven experience Inclusion project management and initiative development management, with board-level expertise.
- A track record of delivering positive diversity, equality and inclusion improvements and initiatives.
- An extensive network of relevant contacts within local business and sports communities.
- A commitment to promoting equality, diversity and inclusion at all levels of the game.
- Board level experience of the review and analysis of data for informed decision-making.
- Experience in Strategic approach to engage underrepresented communities.
- Proven experience in strategy planning/consultation.

Skills and Personal Attributes	
<ul style="list-style-type: none"> • Possess or show willingness to have an understanding of grassroots football. • Financial and budgetary awareness. • Analytical and rational thinking. • Positive attitude and highly self-motivated with the ability to motivate others. • Evidence of emotional intelligence and self-awareness. • A strong commitment to promoting and embedding diversity and inclusion at all levels. • Existing contacts within local community groups. • Familiarity with existing equality groups in the local area. • Strong presentation skills. 	
Enhanced DBS Check required?	Yes
Check Companies House Disqualified Directors' Register?	Yes
Clean full driving licence?	Yes

The successful applicant will be expected to work in accordance with the values and behaviours of Liverpool County FA at all time.

ENTHUSIASM

WE WILL HAVE A POSITIVE APPROACH AND DESIRE TO MEET THE NEEDS OF OUR FOOTBALL COMMUNITY

PROFESSIONALISM

WE WILL PROVIDE A HIGH-QUALITY SERVICE THAT SERVES OUR FOOTBALL COMMUNITY

FAIR

WE ARE COMMITTED TO PROMOTING EQUALITY BY TREATING PEOPLE FAIRLY AND WITH RESPECT

PASSIONATE

WE WILL UPHOLD THE ARDENT LOVE OF FOOTBALL WITHIN MERSEYSIDE AND ENSURE IT IS CELEBRATED

TEAMWORK

WE WILL WORK TOGETHER WITH ALL OF OUR FOOTBALL COMMUNITY TO PROVIDE FOOTBALL FOR ALL

COMMUNITY WE WILL PROVIDE A SENSE OF BELONGING AND TOGETHERNESS FOR ALL INVOLVED IN FOOTBALL IN MERSEYSIDE

