



Liverpool County FA

Inclusion and Equality Director

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

- 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 role holder will be expected to understand and work in accordance with the values and behaviours described below:

FA Value	Behaviours
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement <ul style="list-style-type: none"> o Identifies the need for, and actions change in direction, practice, policy or procedure. o Questions the way things are done and takes informed risks. o Continuously seeks to improve efficiency and performance.
RESPECTFUL	Sets the standards for respectful behavior across the game: <ul style="list-style-type: none"> o Maintains people's self-esteem when interacting with them. o Avoids pre-judgement when listening to suggestions from others. o Seizes the opportunity to apply FA standards at all times.



INCLUSIVE	Champions and ensures that football is, and will remain, a game for everyone: <ul style="list-style-type: none">o Openly collaborates with colleagues and partners in the gameo Provides equal opportunity to people of different backgrounds, experience and perspectiveo Seeks out and embraces new ways of thinking and working.
DETERMINED	Tenacious and accountable. Serving the whole game and doing the right thing: <ul style="list-style-type: none">o Works relentlessly to overcome roadblocks or obstacles to achieve the goal.o Remains focused on seeing agreed goals through to completion taking pride in their work.o Maintains motivation for their team and themselves.
EXCELLENT	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none">o Seeks to always achieve the highest levels of performance.o Persistent to achieve a standard that others consider impossible.o Challenges others to go further and achieve more.

Role profile reviewed and modified by:	<i>[Insert name and role title]</i>
Date role profile reviewed and modified:	<i>[Insert date]</i>
Role profile authorised by:	<i>[Insert name and role title]</i>
Signed by role holder (on appointment):	<i>[insert signature]</i>
Date signed:	<i>[insert date]</i>

One copy to be retained by the role holder, one signed copy to be stored confidentially by the Association.