



Middlesex Football Association

Recruitment Pack: Inclusion Advisory Group Chair

Dear Applicant

Re: Inclusion Advisory Group Chair

Thank you for your request for an application pack for the above vacancy and have pleasure in enclosing the application form and job description.

Middlesex FA is committed to relaunching our Inclusion Advisory Group, with the Chair playing a key role in ensuring the sub-committee challenges and supports the organisation to embed inclusion across the business.

We would welcome your application if the role appeals to you and you feel that you can demonstrate that you meet the criteria.

If you wish to apply, please ensure that you submit a cover letter explaining your suitability for the role along with your CV and application form to me by Friday 13th April 2018 in an envelope addressed for my personal attention and marked 'Private and Confidential' or by email to leigh.oconnor@middlesexfa.com.

It is not mandatory to complete the application form and non-completion will not affect your application. However, if you do wish to complete the form, please return it with your application in a blank envelope to ensure anonymity.

We pride ourselves on providing a membership focused service and the successful post holder will need to demonstrate empathy to that approach.

The post is voluntary with expenses to and from meetings reimbursed, initially meeting in our offices in Harrow and then in our new state of the art facility at Rectory Park, Northolt from April 2018 approximately.

Please note that you will be informed by Monday 16th April if you have been short listed for interview. The interview date is Friday 20th April.

I look forward to receiving your completed job application form.

Yours sincerely

Leigh O'Connor

Chief Executive



Application form: Inclusion Advisory Group Chair

To be returned to:

Leigh O'Connor, Chief Executive, MCFA, 39 Roxborough Road, Harrow, Middlesex HA1 1NS marked 'Private and Confidential' or by email leigh.oconnor@middlesexfa.com

Surname	
First name	
Address	
Post Code	
Contact Telephone Number	
Mobile Telephone Number	
Email Address	
Do you consider yourself to have a disability? Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process	
Do you need a work permit to work in the UK?	
Please give the names and address of two referees who can be contacted (only in the event of your being offered the position). Please state in what capacity they are known to you (i.e. Personal or employer, etc)	
Reference One	
Reference Two	
Do you hold a current Football Association issued Criminal Records Bureau certificate? YES / NO	

Please return this form together with your CV and a covering letter why you are applying for this position by Friday 13th April 2018

I certify that the above are correct details and that any offer of employment would be subject to satisfactory references. I also consent to the MCFA making verification checks as appropriate.

Signed _____

Date _____

To assist us in monitoring that the wider community is being made aware of our vacancies, you are invited to complete the following form. It is not mandatory and non-completion will **not** affect your application. Please detach and return in an unmarked envelope with your application form.

Ethnic background. Please choose one category from A to E and then please mark X in the appropriate box to indicate your ethnic background

A White

English
Irish
Scottish
Welsh
Other

☐
☐
☐
☐
☐

B Mixed

White & black Caribbean
White & black African
White & Asian
Other

C Asian or Asian British

Indian
Pakistani
Bangladeshi
Other

☐
☐
☐
☐

D Black or Black British

Caribbean
African

☐
☐
☐

E Chinese or Other Ethnic group

Chinese
Other

☐
☐

Do not wish to disclose Yes ☐ No ☐

Disability

Do you consider yourself to be a disabled person? Yes ☐ No ☐

If you have indicated yes please mark X in all the boxes that apply to you:

Hearing impairment
Learning difficulty / disability
Mental health issues

☐
☐
☐

Physical impairment
Visual impairment
Do not wish to disclose Yes

☐
☐
☐

☐ No ☐

Religion

Buddhist
Christian
Hindu
Catholic
Jewish

☐
☐
☐
☐
☐

Muslim
Sikh
No active faith
Any other religion (please write in)

☐
☐
☐
☐

Do not wish to disclose Yes ☐ No ☐

Sexual orientation

Heterosexual
Gay
Do not wish to disclose

☐
☐
☐

Lesbian
Bisexual
Other (please write in your preferred description)

☐
☐
☐



Middlesex Football Association

Job Description: Inclusion Advisory Group Chair

Role	Inclusion Advisory Group Chair
Salary	Voluntary
Location	Middlesex FA Offices
Reports to	Middlesex County FA Board of Directors
Term	Appointment will be for a term of two years from May 2018, after which applicants are eligible for reappointment for a maximum of four times two years.

Inclusion Advisory Group (IAG)

The IAG acts as the check and balance to Middlesex FA's equality, diversity and inclusion work. It will comprise of a minimum of six members and a Chair with collective knowledge and experience of specific aspects of equality, diversity and inclusion such as race; gender equality (not the development of women's football); disability equality (not the development of disability football); mental health; lesbian, gay, bisexual and transgender and faith communities.

The Inclusion Advisory Group will meet at least quarterly and is a sub-committee of the main Middlesex FA Board. The IAG reports into the Middlesex FA Board.

Role purpose: We are looking for a passionate and innovative individual to chair the Middlesex FA Inclusion Advisory Group. The individual will help shape the organisations direction of travel to ensure children, young people and adults of all backgrounds and communities can access high quality opportunities. The chairperson will lead the Inclusion Advisory Group to support our organisation in updating and delivering our Equality Action Plan and support projects across the organisation in helping to continue to achieve the Equality Standards for sport.

- Chairing the Inclusion Advisory Group, meeting on average 3-4 times per year.
- Challenge and support the organisation in terms of our commitment to Equality.
- Supporting the Head of Participation and Development in delivering the equality objectives and ensuring they are embedded across the organisation.
- Promote a culture of respect for inclusion and champion inclusion and equality issues across football.
- Provide support to Middlesex FA executives in delivering specific programmes within individual areas of expertise.
- Check and challenge the Equality Action Plan for the organisation.
- Support with Equality Impact Assessments.
- Seek funding opportunities to support any specific equality projects.
- Promote and highlight good practise from Governing Bodies and other sports/organisations.
- Undertake such other duties as Middlesex FA Board may direct from time to time.

Time Commitment

IAG meetings take place on a quarterly basis and you will be expected to provide support for the executive in delivering specific equality, diversity and inclusion programmes.

IAG meetings will usually be on a weekday at Middlesex FA Offices, Rectory Park.

Key Skills and Experience:

Essential	Desirable
To have knowledge of the key legislation aspects of inclusion and diversity and to be able to promote inclusion and diversity as part of the group	Possess a good understanding of grassroots football
To be able to identify key issues and trends that may help to promote the game through inclusion and diversity interventions	Consumer-facing on the basis that everyone is a customer and therefore a consumer
Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds	To be able to undertake and utilise relevant research and analyse data, as required, to assist in making informed decisions
To be able to identify key quality issues and to support the identification and delivery of solutions	A degree of experience of the sports / football industry
To be able to successfully network with key staff and contacts within the County FA and the area in which the County FA operates	Knowledge of how to utilise and use appropriate and relevant social media
To be a positive team player within a group that will provide direction to Council members, Directors and staff of the County FA	Basic and relevant presentation skills

Person Specification:

Essential	Desirable
<p>Ability to communicate effectively and confidently</p> <p>Positive attitude towards the requirements of the role</p> <p>Capacity to handle confidential information sensitively</p> <p>Amiable manner</p> <p>Ability to work as part of a team group</p> <p>Ability to work in a professional manner as a representative of the County FA</p> <p>Ability to meet and work outside of normal working hours</p>	<p>Committed to offering football opportunities for all, embodying our mission and delivering our vision.</p> <p>Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community.</p> <p>Collaborate with local and national partners to offer benefits to our football community.</p> <p>Connected to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do.</p>

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities, skills, experience and behaviours might differ from those outlined and other duties, as assigned, might be part of the job.