



MIDDLESEX FA
CUP WINNERS

RECRUITMENT PACK

**Equality, Diversity & Inclusion
Director**





Who we are

Middlesex Football Association are a charitable organisation providing everyone with the opportunity to participate in football across our Boroughs which are the most densely populated and diverse in the country.

We aim to ignite positive change through the power of football. The purpose of everything we do is to unite communities, tackle inequalities, and promote health across our county. Our values are integral to everything we do. We are committed to making the grassroots game better. Through continuous connection with our local community, we will work creatively and collaboratively to enhance their experience.

We nurture the grassroots game, fostering a love for the sport that extends far beyond the pitch. By building strong relationships with our community, we will understand their needs and will develop solutions together, to ensure everyone has the chance to participate.

With unwavering dedication and a spirit of innovation, we are building a Middlesex where football flourishes, inspiring a brighter future for all.

Our Strategy

‘Realising Our Potential’ is our current four-year strategy which is made up of four strategies which include Commercial, Middlesex Community Football Centres, Equality, Diversity and Inclusion, and a Grassroots Strategy.

Our Purpose

Inspiring positive change through football by uniting communities, tackling inequalities and improving the health of the Middlesex Football community.

Our Values

We are Committed – We are committed to governing the game in a way that is fair and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.

We are Creative – We are creative, always finding new ways to stay ahead and serve our football community. We learn from our experiences and focus on the future.

We are Collaborative – We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are listening to feedback and meeting their needs. We will collaborate as a team to share knowledge, provide feedback and work as a team to meet our common goal.

We are Connected – We are connected with our community, operating with a customer-focused approach that puts our participants at the heart of what we do.

For further information on Middlesex FA please visit our website and please review our Annual Report and our four-year strategy ‘Realising Our Potential’.

Season Review link <https://www.middlesexfa.com/news/2024/aug/08/annual-review-2024>

Strategy link <https://www.middlesexfa.com/about/strategy-2024-28>

ROLE DESCRIPTION

EQUALITY, DIVERSITY & INCLUSION DIRECTOR

Commitment:

Attend bi-monthly Board meetings, actively contributing in your role as a Director with Equality, Diversity and Inclusion expertise. The successful candidate will also Chair a minimum of 4 Equality and Equity Board (EEB) meetings throughout the season.

What is the role?

The Equality, Diversity and Inclusion Director will act as an ambassador for Middlesex Football Association and a custodian of the highest standards of integrity and governance. The Director will bring recent and relevant equality, diversity and inclusion experience that will build on Middlesex FA's existing EEB foundations and lead the transformation of how Middlesex FA engages with local diverse communities, ensuring everyone has an opportunity to get involved in grassroots football across Middlesex. They will work closely with the wider Board, ensuring that they are informed through relevant and timely information. They will be required to form a strong relationship with the CEO, providing support and acting as a sounding board on all equality, diversity and inclusion matters.

What will you do?

- To provide strategic guidance and leadership to Middlesex Football Association on EDI matters.
- To ensure Middlesex Football Association fulfils its EDI commitments included in the Association's strategy.
- To support Middlesex Football Association's senior leadership in embedding equality, diversity and inclusion throughout the organisation.
- To lead and inspire the Equality and Equity Board, ensuring the recruitment and skills analysis of the Equality and Equity Board Members.
- To review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the Board.

Application Deadline: **FRIDAY 31st OCTOBER 2025**

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specifications by clicking [HERE](#).

If you need any more information or have any questions about this role, please contact kayleigh.saunders@middlesexfa.com or via phone 07506 282963



APPLICATION PROCESS

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specifications by clicking [HERE](#).

Please make sure to review the recruitment pack in full before completing your application. If for any reason you are unable to access or complete the application, please contact management@middlesexfa.com who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for this role. The interview will be arranged at your convenience, Middlesex FA will happily work around your current commitments and responsibilities.

Middlesex FA is committed to equality, diversity and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

KEY DATES

APPLICATION CLOSING DATE: FRIDAY 31st OCTOBER 2025

INTERVIEWS: WEDNESDAY 12th NOVEMBER 2025



INDIVIDUAL ROLE PROFILE

EQUALITY, DIVERSITY & INCLUSION DIRECTOR

Role Title: Equality, Diversity & Inclusion Director

Reports to: Chair of the Board of Directors

Direct Reports: Members of the Equality and Equity Board

Role Purpose: To provide strategic guidance and leadership to Middlesex Football Association on EDI matters.

To ensure Middlesex Football Association fulfils its EDI commitments included in the Association's strategy.

To support Middlesex Football Association's senior leadership in embedding equality, diversity and inclusion throughout the organisation.

To lead and inspire the Equality and Equity Board, ensuring the recruitment and skills analysis of the Equality and Equity Board Members.

To review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the Board.

Salary Band: Voluntary (Business expenses included)

Time Commitment: Attend bi-monthly Board meetings, actively contributing in your role as a Director with Equality, Diversity and Inclusion expertise. The successful candidate will also Chair a minimum of 4 Equality and Equity Board (EEB) meetings throughout the season.

Location: Remote and face-to-face meetings take place with attendance required at the Middlesex FA office at Rectory Park.

RESPONSIBILITIES

- Serve as a Non-Executive Director of Middlesex FA and to actively participate in its strategic management.
- Execute responsibilities of a Company Director in accordance with the Companies Act (2006) and other legislation.
- Safeguard the interests of the membership and stakeholders of the Association.
- Jointly 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.
- Jointly develop and maintain an effective corporate governance structure.
- Monitor the financial affairs of the Association and ensure the effective use of Middlesex FA finances.
- Promote equality of opportunity 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.

EQUALITY, DIVERSITY & INCLUSION

- Represent the Equality and Equity Board on the Middlesex FA Board as an ex-officio Director.
- Chair the Equality and Equity Board, meeting a minimum of 4 times throughout the football season.
- Challenge and support the organisation in terms of our commitment to Equality, Diversity and Inclusion.
- Support the Chief Executive Officer and Safeguarding & EDI Lead with reviewing and updating Middlesex FA EDI policies and procedures.
- Support staff in delivering the EDI objectives, ensuring they are embedded across the organisation.
- Develop and deliver the Equality, Diversity and Inclusion Action Plan for the organisation.
- Support delivery of education and training for Middlesex FA Board, Staff, Clubs, Officials and Volunteers.
- Support the creation of inclusive communications designed to reach diverse communities more effectively.
- Complete EDI specific training when and where appropriate.

PERSON SPECIFICATION

Essential (Required to fulfil the role)

- Experience of working in equality, diversity and inclusion or safeguarding at a senior level.
- Senior business leadership EDI experience gained in private, public or voluntary sectors.
- Strong working knowledge of current UK EDI legislation.
- Experience of developing a EDI Strategy.
- Experience of leading equality, diversity and inclusion initiatives.
- Confident in Chairing meetings to drive progress.
- Ability to use data to inform and contribute to the strategic thinking and direction of the Association.
- Analytical and rational thinking.
- Evidence of empathy, emotional intelligence and self-awareness.
- Positive attitude and highly self-motivated with the ability to motivate others.

Desirable (Beneficial, but can be learned in role)

- Company Board level experience.
- Understanding of the volunteer/professional relationship and how this can best work to support the work of the Association.
- Possess or show willingness to have an understanding of grassroots football.
- Financial and budgetary awareness.
- Understanding of not-for-profit organisations.
- A strong commitment to promoting and embedding diversity and inclusion at all levels.

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