** Middlesex Football Association**

**Role Description: Inclusion Advisory Group Member**

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| **Role** | Inclusion Advisory Group Member |
| **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 March 2021, 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 approximately 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 equality
* 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:** To be part of an Inclusion Advisory Group whose role is to advance equality of opportunity for all groups and have a focus on the protected characteristics. The group will support the County planning process, foster good relationships with the local community so that football can be used as a vehicle to create positive sporting opportunities and increase participation for all. They will also eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse directed at specific groups.

**Key Skills and Experience:**

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| --- | --- |
| **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 and/or sport |
| 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 | 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:**

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

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.

If you would like to be considered for the Inclusion Advisory Group please complete the Inclusion Advisory Group Application form below and return to Leigh O’Connor by email 12.00pm Friday 19th February 2021 to [leigh.oconnor@middlesexfa.com](mailto:leigh.oconnor@middlesexfa.com)

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.

**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** |  | **B Mixed** |  | **C Asian or Asian British** |  |
| English |  | White & black Caribbean |  | Indian |  |
| Irish |  | White & black African |  | Pakistani |  |
| Scottish |  | White & Asian |  | Bangladeshi |  |
| Welsh |  | Other |  | Other |  |
| Other |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **D Black or Black British** |  | **E Chinese or Other Ethnic group** |  |
| Caribbean |  | Chinese |  |
| African |  | Other |  |
|  |  |
| 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 |  | Physical impairment |  |
| Learning difficulty / disability |  | Visual impairment |  |
| Mental health issues |  | Do not wish to disclose Yes No | |

**Religion**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | Muslim |  |
| Christian |  | Sikh |  |
| Hindu |  | No active faith |  | |
| Catholic |  |  |  | |
| Jewish |  | Any other religion (please write in) |  | |
| Do not wish to disclose Yes No | |
|  | |

**Sexual orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual |  | Lesbian |  |
| Gay |  | Bisexual |  |
| Do not wish to disclose |  | Other (please write in your preferred description) |  |

**INCLUSION ADVISORY GROUP (IAG) 2021  
APPLICATION FORM**

### Completing and returning the Application Form

Please complete the Application Form and return to **Leigh O’Connor, CEO** by email at [leigh.oconnor@middlesexfa.com](mailto:leigh.oconnor@middlesexfa.com)  by **12pm** on **Friday 19th February 2021**. Applications received after this time will only be considered in exceptional circumstances.

The decision to progress your application to the next stage of the selection process will be based only on the information you provide on this form.

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name(s)** |  | | |
| **Last Name** |  | **Mr/Mrs or preferred title** |  |
| **Postal Address** |  | | |
| **Postcode** |  | | |
| **E-Mail address** |  | | |
| **What is your preferred contact method? (phone, E-Mail, text other)** |  | | |
| **What is the best number to contact you on?** |  | | |
| **What is the most convenient day and time to contact you?** |  | | |
| **Do you have an in-date FA DBS Check?** |  | | |

## *If you do not hold an in-date DBS Check, there may be a requirement (dependent on the role) for this to be completed before appointment.*

## Employment and Volunteering History

*Starting with your present or most recent job or voluntary position, please complete the table below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date** | **End Date** | **Employer/ Organisation Name and Address** | **Job/Role Title** | **Brief Description of Duties** |
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**How do you meet the requirements of the role as outlined in the Role Description?** *Please outline your skills, knowledge and experience which are relevant to the role you are applying for, including examples from either paid or unpaid/voluntary work and relevant education and qualifications. You can format this as bullet points but please ensure that you directly reference the skills and knowledge outlined in the Role Description.*

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**How do you demonstrate the values of the Middlesex County FA?**

*At Middlesex FA, our values are what shape all aspects of the work we do. Please provide examples of how you have demonstrated these values in your work or everyday life.*

* ***Committed***
* ***Creative***
* ***Collaborate***
* ***Connected***

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## Accessibility

*The Middlesex County FA are committed to ensuring that all applicants can access the application and selection process for this role. Please provide details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.*

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## Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process.

I can confirm and declare that the information provided on the form, to the best of my knowledge is complete, accurate and not misleading.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |