

# INCLUSION STRATEGY ADVISORY GROUP

## INFORMATION PACK



NORFOLK COUNTY FOOTBALL ASSOCIATION

## Contents Page

<b>What is the ISAG and what is its role?</b> .....	Page 2
<b>Terms of reference</b> .....	Page 3
<b>Ways of working</b> .....	Page 4
<b>Role Profiles</b> .....	Page 5-6
<b>Expectations of an ISAG Member</b> .....	Page 7
<b>Expression of interest form</b> .....	Page 8
<b>Overview of Our #NorfolkFootball ForAll Strategy</b> .....	Page 9

## **What is the Inclusion Strategy Advisory Group (ISAG) and what is its role?**

The ISAG will assist Norfolk County FA in embedding inclusion into the #NorfolkFootball ForALL operational plan, ensuring that football in Norfolk is for all.

The group will help direct Norfolk County FA on ways to promote and address inclusion and diversity in Norfolk Football, ultimately assisting with reaching people who feel it is difficult to access football or feel excluded. This could be linked to any of the protected characteristics under the Equality Act 2010.

## Terms of Reference

### The role of the Inclusion Strategy Advisory Group

- To check, challenge and support the County FA on the #NorfolkFootball ForAll with regards to inclusion, equality and diversity.
- Build good relationships with, and between, all our communities to ensure that all football participants are represented equally.
- Eliminate unlawful discrimination, bullying, harassment and victimisation and any form of abuse directed at any group within society.
- Be at the forefront at advancing equality of opportunity amongst all our communities as well as having a focus on protected characteristics.

## Ways of Working

- Members will work collaboratively, working closely with external partners
- The group will meet a minimum of every 3-4 months
- Notes/minutes following meetings will be posted on NCFA website when agreed by the group
- An appointed member of the group will report into the NCFA board and Council.

## Role Profile

**Role Specification:** Inclusion Advisory Strategy Group Member

**The Group will report to:** Norfolk FA Board

### Key Skills and Experience required:

#### Essential

- To be able to identify key equality issues and to support the identification and delivery of solutions.
- Experience of working with diverse groups and/or have strategic knowledge on how to identify and support these groups.
- To be able to successfully network with key staff and contacts within the County FA and County of Norfolk.
- Ability to offer the appropriate knowledge and skills to have a positive and meaningful impact as part of the group.
- Knowledge of Norfolk, its characteristics and local demographics.

#### Desirable

- Experience in sports/football industry
- Knowledge of key legislation aspects of inclusion equality and diversity and to be able to promote these areas as part of the group.

## Person Specification

#### Essential

- Interest and passion for inclusion in football and the wider community.
- Ability to communicate effectively and confidently
- Ability to work as part of a team
- Ability to meet and work outside of normal office hours
- Ability to work professionally as a representative of Norfolk FA.

#### Desirable

- To have existing contacts within the sports/football industry

- To have existing contacts within the local business community and/or local community groups and/or existing equality groups in the local area
- Knowledge of how to analyse data to identify trends/patterns
- Knowledge of The FA's Equality, Diversity and Inclusion Plan.

## Expectations of an ISAG Member

- To always abide to the codes of conduct outlined upon appointment to the ISAG
- Attendance of at least 75% of ISAG meetings unless there is a valid reason
- Use diversity sensitive language
- Be non-judgemental
- Offer independent advice and guidance on all matters of equality and specifically in one or more of the protected characteristics.
- Act as a champion of anti-discrimination across football
- Continued communicated with the Chair between meetings with the ability to provide updates to the group on the progress made between meetings

Please note the posts are available on a volunteer basis only. Expenses will be reimbursed.



## Overview of #NorfolkFootball ForAll Strategy

The #NorfolkFootball ForAll strategy will run from 2018-2021 with the Norfolk County DNA continuing to run through the heart of the strategy. We have also embedded safeguarding and inclusion across the strategy so that we continue to be a “fit for purpose” and “forward thinking” County FA that sets standards for others.

Our strategic objectives are outlined below:

- Increase total number of players by 5,673
- Continue to embed safeguarding across all of our ‘youth’ and ‘vulnerable adults’ activities and ensure we achieve The FA safeguarding Operation Standards each season
- Undertake a review of our existing ‘Articles of Association’ ensuring we have a fit for purpose Council and Board
- Continue to regulate the game efficiently and embrace all formats of football when doing so, such as; Walking Football, Recreational Offers & Disability
- Ensure we have a comprehensive data system where we can gain insight into what additional activities can increase participation
- Continue to support our club and league network
- Establish an effective IAG that will contribute toward embedding inclusion across all of the CFA’s operations and culture with the aim of achieving the next level of the equality standard by 2021
- Continue to invest, support and performance manage the County FA workforce to ensure the deliverability of the new strategy and maximise performance
- Increase, reward and retain our volunteer workforce
- Continue to develop our Quality Assurance processes (Safeguarding, Charter Standard & Wildcats)
- Work towards establishing a 4<sup>th</sup> FDC @facility and consider the viability of a County HQ relocation & the re-modelling of the FDC
- Deliver facility projects in areas of ‘need’ across the County, with a target of 6 new AGPs and £5,000,000 worth of projects delivered

## Expression of Interest Form

Full Name .....

Address .....

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.....Postcode.....

Email .....

Mobile .....

What is your current role(s) in football (if any) .....

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What role(s) are you or have you been involved with that help to promote inclusion, diversity and equality?

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Why are you interested in being part of the Norfolk ISAG?.....

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Would you be interested in applying for the role of Chair of the ISAG?

Yes  No

Please complete the enclosed expression of interest ( & The Equality and Diversity form - optional) by email to our Football Development Officer (Inclusion) Rachel Cossey, [Rachel.Cossey@NorfolkFA.com](mailto:Rachel.Cossey@NorfolkFA.com) or by post: Strictly Private & Confidential, Rachel Cossey, 11 Meridian Way, Thorpe St Andrew, Norfolk, NR7 0TA.