



Northamptonshire Football Association

Inclusion Advisory Group Member

Recruitment Pack



Northamptonshire Football Association Inclusion Advisory Group Member

The Northamptonshire Football Association Limited is seeking to recruit a volunteer Independent Members of the Inclusion Advisory Group - Voluntary Role to carry out aspects of an inclusion and equality role within the Northamptonshire Football Association.

To join the team and be successful, the individual must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role.

The Inclusion Advisory Group will play a crucial role in working to support the Association in achieving greater diversity across football and ensuring that football is a game for all. As a result, the interview panel must be convinced of the individual's passion, inspiration, and professionalism for the role.

This pack provides the following to assist individuals in considering whether they have the relevant skills and attributes required for the role:

1. The Role Advertisement
2. The Role Profile
3. How to apply - Application Form

The successful applicant will report to the Chair of the Inclusion Advisory Group working with The Chair of Association and The Chief Executive at Northamptonshire Football Association.

Northamptonshire Football Association is committed to safeguarding children and adults at risk, and anyone working with us will be required to follow the Association's safeguarding policies.

What can the Northamptonshire Football Association offer?

- An exciting opportunity to join a forward thinking, progressive business and leading the pathway to an inclusive football environment.
- An exciting opportunity to work with key stakeholders within the grassroots and professional game.
- The opportunity to play an important role in ensuring football in Northamptonshire is a game for all.

If any questions arise about the role and you would welcome an informal discussion regarding the role or clarity is required on the recruitment pack, please contact Rosie Brown rosie.brown@northamptonshirefa.com

Application Timescales

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| Closing date for applications | Monday 19 th February 2024 noon |
| Shortlisting of applicants | Tuesday 20 th February y 2024 |

Please note that we are unable to acknowledge receipt of applications.



Voluntary Role Description and Person Specification

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| Job title | Independent Member of the Inclusion Advisory Group (IAG) Voluntary Role |
| Reports to | Chair of The Inclusion Advisory Group |

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| Job purpose(s) | |
| <ul style="list-style-type: none"> • Advance equality of opportunity for all groups and protected characteristics within Football, specifically within Northamptonshire and Peterborough. • Support an effective, constructive and cohesive Inclusion Advisory Group • Support Northamptonshire Football Association to develop an Inclusion Strategy for football. • Constructively, check, challenge and advise actions within the Northamptonshire FA's Operational Plan • Eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse directed at specific groups. • Assist the organisation to gain the next stage of the Equality Standard of Sport. • Assist the organisation to achieve The FA Code of Governance in line with Equality, Diversity and Inclusion. | |

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| Location | 9 Duncan Close, Red House Square, Moulton Park, Northampton NN3 6WL with some requirements to meet outside of Northamptonshire Football Association Head Quarters. |
| Working hours | Members will need to allocate sufficient time to meet the expectations of the role, which is estimated at c. 2-3 hours every 3 months. |
| Contract type | Three Year Term with a maximum of three terms |

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| Responsibilities | |
| <ul style="list-style-type: none"> • Awareness of all the Northamptonshire Football Association's policies and procedures, ensuring that they are reviewed annually and updated where necessary. • Representing Northamptonshire Football Association with distinction whilst adhering to our company values. • Actively engage with the group during IAG meetings and associated events, and attend meetings hosted by Northamptonshire Football Association, national or regional FA where possible and relevant. • Be part of holding Northamptonshire Football Association and staff members accountable for delivery against the Equality Action Plan and the Equality, Diversity & Inclusion strategies. • Support the work around maintaining the current or progressing to the next level of the Equality Standard for Sport. • Collaboration Liaise with staff members, communities, and stakeholders to ensure that inclusion is embedded across the wider workforce and business. • Support the delivery of the wider business objectives set out within the Equality Action Plan and Northamptonshire Football Association • Support the delivery of a full review of Northamptonshire Football Association's culture to ensure that Equality, Diversity & Inclusion is central to our Vision, Mission and Values • Adhere and embed Safeguarding policies, procedures and practices inline with the Safeguarding Policy. | |

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| Person specification |
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| Skills, Experience and Knowledge | |
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| Essential <ul style="list-style-type: none"> • Desire to embed equality, diversity & inclusion within Northamptonshire Football Association and the wider football community. • Ability to promote Equality, Diversity & Inclusion as part of a group. • Working knowledge of driving equity within a sporting or workplace environment • Ability to work strategically to identify and tackle key challenges, gaps, and challenges within Equality, Diversity and Inclusion. • Lived experience and/or expertise of one or more protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation) • An understanding of intersectionality and how this may impact upon those wishing to engage with football | Desirable <ul style="list-style-type: none"> • Working knowledge of key legislations around Equality, diversity and inclusion. • Experience or interest in the sport/football industry • Grasp of the day-to-day barriers impacting ethnic and religious minorities, and LGBTQ+ communities, women and girls, and disabled people • Good understanding of the issues impacting local communities in Northamptonshire and Peterborough. • Willingness to meet and work outside of normal working hours • Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA Business Plans support its delivery. Knowledge and understanding of working with volunteers. Experience in developing a DIAP and implementing it into a business. |
| Enhanced DBS Check required? | NO Depending on the delivery of the IAG, this may change. |
| Clean, full driving licence? | NO |

| The role will be expected to understand and work in accordance with the values and behaviours described below | |
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| FA value | Behaviours |
| PROGRESSIVE | Embraces new thinking in pursuit of continuous improvement: <ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure. • Questions the way things are done and takes informed risks. • Continuously seeks to improve efficiency and performance. |
| RESPECTFUL | Sets the standards for respectful behaviour across the game: <ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them. • Avoids pre-judgement when listening to suggestions from others. • 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"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • 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"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal. • Remains focused on seeing agreed goals through to completion taking pride in their work. • Maintains motivation for their team and themselves. |
| EXCELLENT | The very best outcome achieved by sustained excellence in performance: |



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| | <ul style="list-style-type: none">• Seeks to achieve the highest levels of performance at all times.• Persistent to achieve a standard that others consider impossible.• Challenges others to go further and achieve more. |
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Applications can be accompanied by a Curriculum Vitae (CV) if you wish, but this is not mandatory to apply for the role. The decision to invite you to attend the interview will be based on the information you provide on this form. The Northamptonshire Football Association is an Equal Opportunities Employer.

To apply for the role, you must complete the online application form, CV's will not be accepted as a standalone application.

To access the Application form, please [Click here to complete the application form to join the IAG Group.](#)

If you wish to have the application form or apply in an alternative format, please email rosie.brown@northamptonshirefa.com