

NORTHUMBERLAND FA RECRUITMENT PACK

INCLUSION ADVISORY BOARD - MEMBER

NORTHUMBERLAND
FOOTBALL
ASSOCIATION
LIMITED



WELCOME TO NORTHUMBERLAND FA

ABOUT US

Northumberland FA is the governing body for grassroots football in Northumberland, Newcastle and North Tyneside. We are committed to using the power of football to inspire, unite and create opportunities for all.

We aim to harness the power of football as a force for good in our area, working with local organisations to improve people's lives and communities.

As a registered charity, Northumberland FA is dependent upon limited funding from The FA, and any profits we make are re-invested into the grassroots game.

You can find out more about Northumberland FA and the work we do on our website at www.northumberlandfa.com

JOIN US

This is a great time to join us here at Northumberland FA. We are at an exciting point in our story, with the development of a flagship HQ starting to take shape. This innovative facility will include a supersize 3G pitch, one of the largest in the region, as well as 4 grass pitches and a pavilion building providing changing facilities, community space, offices and refreshment area.

We hope this will allow us to further develop our links into the community, providing increased education, sport and wellbeing opportunities for everyone.

We are looking for a Inclusion Advisory Board-Member who has the experience and knowledge to help us unlock the opportunities presented by our new HQ.

EQUALITY, DIVERSITY AND INCLUSION STRATEGY

Strategic Summary

Northumberland FA is committed to developing a culture in Grassroots football that is positive, inclusive and supportive, helping all participants to reach their full potential through having equal opportunities in and equal access to football.

To demonstrate this commitment, Northumberland FA was proud to achieve the Foundation Level of the Equality Standard for Sport in April 2022, with work underway to ensure we progress through Preliminary Level in 2023.

Our Equality, Diversity and Inclusion Strategy is crucial to ensuring that we have clear aims and objectives to grow inclusivity in grassroots football. Building upon our Equality Policy, this Inclusion Strategy provides an overview of Northumberland FA's Equality, Diversity and Inclusion priorities, and details the work we have done to identify key priority areas.

Northumberland FA is committed to promoting opportunities for all and as such, prioritises inclusion as a key element in all of our activities. However, we also recognise that in some instances, some populations require more support to eliminate exclusion from sport.

In addition to this, there are some areas which require increased focus from us, based upon the results and feedback from research and insight we have gathered in 2022.

Our ultimate aim is to create an environment that is '100% Inclusive', removing all barriers to participation for everyone, no matter what challenges this entails.

We believe that football is for everyone and our key strategic aim is to ensure that this is reflected in our work and delivery.



Inclusion Advisory Board - Member

Job Title: Inclusion Advisory Board - Member

Location: Whitley Park, Whitley Road, Benton, Newcastle NE12 9FA

Closing Date: Friday 28th April 2023 12:00

Contract Type: Voluntary Role - Relevant expenses will be paid in line with the current Northumberland FA Expense Policy.

Hours: The post requires a commitment to attend 4 Inclusion Advisory Board meetings a year. Meetings are normally held mid-week on an evening at Northumberland FA HQ (also available via TEAMS) and usually last in the region of 2 hours. The role will have an initial three-year term from appointment.

Interview Date: Week commencing 22nd May 2023

Reports to: Chair of the Inclusion Advisory Board

The Role:

Northumberland Football Association is seeking an Inclusion Advisory Board Member to join their Inclusion Advisory Board. The successful candidate will have experience identifying key issues and trends to help promote equality in the game and have previous experience of working with diverse groups and individuals.



Job Purpose:

- To support an effective, constructive, and cohesive Inclusion Advisory Board.
- To provide expertise and critique using your professional background and qualifications.
- To assist the Chair and all Northumberland FA staff to plan, lead and develop a strategic vision for inclusion in football within Northumberland.
- Challenge and support the organisation in terms of our commitment to equality, diversity and inclusion.
- Support 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 the necessary check and challenge of the CFAs Equality, Diversity & Inclusion Action Plan
- Support with Equality Impact Assessments.
- To promote equality of opportunity throughout the Association.
- To fully participate in induction, training or development and performance monitoring.



Responsibilities:

- Utilise data to provide intelligence to set clear targets within our county strategy ensuring this meets the needs of the whole of our football community
- Assess and advise on equality impacts arising out of county strategy, monitoring and evaluating the Inclusion & Diversity Key Performance Indicators
- Support community engagement, consultations, development programs and disciplinary procedures
- Act as Ambassadors for Northumberland FA, promoting inclusion and diversity in football in line with our Inclusion Strategy, '100% Inclusive'.
- Bring a diverse perspective to the Northumberland FA
- Identify any equality issues, support the identification and delivery of solutions
- Promote and encourage the benefits of addressing equality issues within the football community
- Coordinate consultation sessions with the wider community on annual county plans
- Identify key issues and trends that will promote the growth of the game through inclusion and diversity interventions
- To assist the Northumberland Football Association to achieve and maintain the Preliminary Level of the Equality Standard for Sport.



WHAT ARE WE LOOKING FOR?

Qualifications:

Essential

- No essential qualifications are required

Desirable

- No desirable qualifications are necessary

Skills:

Essential

- To be able to identify key issues and trends that may help to promote the game through equality, diversity and inclusion interventions.
- Experience of working with diverse groups and individuals from different genders, disabilities, age, sexual orientation, faiths, ethnicity and cultural backgrounds.
- To be able to identify key quality issues and to support the identification and delivery of solutions.
- To perform other responsibilities as assigned by the Chair of the IAB.
- To be able to successfully network with key staff and contacts within the NFA and the area in which the NFA operates.
- Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation.
- The ability to debate, discuss and challenge in a constructive manner.
- Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association.
- Access to and ability to use, email, virtual Meeting platforms (Microsoft Teams) and the internet.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.



Knowledge and experience:

Essential

- To have knowledge of the key legislation aspects of equality, diversity and inclusion and be able to promote inclusion and diversity as part of the group.
- A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association.
- An understanding of and a commitment to equality in action.
- Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities

Desirable

- An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations

Enhanced DBS Check required? NO

Clean, full driving Licence? NO

HOW TO APPLY

Equality and Diversity:

Northumberland FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

About the application and selection process:

- Complete the Application Form found [here](#) and return no later than 12:00 on 28th April 2023
Applications received after deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.
- Receipt of applications will not be acknowledged.
- Shortlisted applicants will be contacted by 12th May 2023 to arrange a mutually convenient interview time.
- Interviews will be held week commencing 22 May 2023; we will attempt to accommodate any requests.
- If required, second interviews may be held to determine the most suitable candidate for the role.

Application Documents:

- [Application Form](#)
- [Equality & Diversity Monitoring Form](#)

Contact:

If you have any questions about the role, please contact Andrew Cook (Executive Officer) for an informal discussion on 07921144906 or email Andrew.Cook@Northumberlandfa.com

OUR VALUES

Our values underpin our work and sum up what Northumberland FA stands for. The post holder will be expected to understand and work in accordance with the values and behaviours described below:



ACCOUNTABLE

Each of us is responsible for our words, our actions, and our results



PROFESSIONAL

We maintain the highest standards, in everything we do and achieve, even when we fail



RESPECT

We value everyone and treat people with dignity



TEAMWORK

We achieve more when we collaborate and all work together

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