



Equality, Diversity & Inclusion Group application pack

Creating a united grassroots environment which delivers football opportunity for all

Introduction

Thank you for your interest in becoming either the Chair or a Member of our Equality, Diversity & Inclusion Group (ED&IG). Football is the most popular Sport in the UK and we're delivering great experiences across Oxfordshire.

Oxfordshire FA is one of the small to medium size County FA's in the country for football participation with more than 1020 teams playing football in Oxfordshire. We are embarking on our business Strategy 2021-24 soon which outlines our strategic direction to create a united grassroots football environment which delivers football opportunity for all.

One of those strategic objectives is to ensure Oxfordshire FA is an inclusive, accountable and transparent decision-making organisation and as part of that process we want to ensure that we continue to embed the Equality, Diversity & Inclusion Group into the organisation to support the ongoing agenda of these areas. We are seeking to recruit an **Independent Chair of the ED&IG**, who will be appointed onto the Oxfordshire FA Board. We are also looking for new **Members of the ED&IG**. Collectively, as a group and as individuals they will help support the organisation to continue to embed equality, diversity and inclusion at all levels.

We are conducting an open application process to attract and recruit the best people for the roles. In this pack, you will find details of the skills and experience we are looking for, our organisational values and the process for applying. If you have any questions regarding the roles of the ED&IG or function of the Chair and Member role's please contact Ian Mason, our CEO at Ian.Mason@OxfordshireFA.com

Our Board Structure

The Board currently operates with 6 Non-Executive Directors – 3 elected from the OFA membership and 3 recruited independently to help and ensure the OFA is effectively and efficiently run, with appropriate oversight and governance. The Chief Executive is also a member of the Board. The Chair of the ED&IG will also be appointed onto the Board as an important strategic advisor to ensure Equality, Diversity and Inclusion is embedded at Board level. There will be further recruitment as part of our work into achieving the FA Code of Governance.

The OFA Board is tasked with the following key roles:

Board Role Overview	Act as leaders to Develop, Support and Govern football across Oxfordshire to “create a united grassroots football environment which delivers football opportunity for all”
	Monitor and evaluate the OFA Business Strategy 2021-24
	Ensure that the Financial and Human Resources are in place for the OFA to meet its objectives
	Ensure that its obligations to its Members and others in its community are understood and achieved



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UNITE - Our Shared Values, Behaviours and Skills

Our Values are at the heart of the OFA. Applicants who can demonstrate the positive behaviours, approaches and skills will be at an advantage.

Behaviours & Skills Framework – All Board Roles	Values		Behaviours / Approach	Skills
	<p>Understand We are supportive, empathetic and knowledgeable, using insight and data to drive decision making.</p>	Supportive Empathetic Knowledgeable	<ul style="list-style-type: none"> Sensitivity, openness and awareness of others High levels of self-awareness, Champions use of data and insight to drive decision making 	<ul style="list-style-type: none"> Able to assess and analyse complex information and identify potential problems High ethical standards with sound judgement and ability to deal effectively with risk Able to skilfully handle conflict through to resolution
	<p>New Innovations We are pro-active and creative to improve existing formats of football and explore new ways of delivering football.</p>	Inspiration Creative Commitment	<ul style="list-style-type: none"> A pro-active, solution focused and positive mind-set Demonstrates confidence, with the ability to gain respect and attention Acts with the future in mind and embraces innovation 	<ul style="list-style-type: none"> Able to think independently and proactively to find solutions Able to analyse the current situation and identify future trends Able to identify new opportunities
	<p>Integrity We are fair, honest, reliable and accountable and commit to “doing what we said we would do”. Ensuring equality and diversity to develop football for all and ensure all those who wish to be involved are supported & encouraged.</p>	Trust Honesty Transparency Ownership	<ul style="list-style-type: none"> Interested and inquisitive mind-set Resilient in times of challenge and change Takes ownership, holding self and others accountable Respect confidentiality when required 	<ul style="list-style-type: none"> Capable of developing constructive relationships with key partners Able to act as a spokesperson of the OFA Politically astute, well networked and able to engage stakeholders
	<p>Teamwork We work collaboratively and inclusively with each other across all areas of the business and with our partners across the game to optimise all our opportunities.</p>	Focus Challenge Collaborate Learn Share Feedback	<ul style="list-style-type: none"> Willingness to learn, challenge and change Determination and drive to succeed 	<ul style="list-style-type: none"> Excellent listening skills, with the ability to appreciate differing perspectives and adapt to different situations Ability to communicate ideas effectively both verbally and in writing



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				<ul style="list-style-type: none"> • Able to act as a sounding board and critical friend
	<p>Excellence We aim to deliver high quality football services, seeking feedback and constantly reviewing our work, to develop our services based on the needs of our community and individual customers</p>	<p>Customer Service Attention to Detail Hard working Strategic High Performing</p>	<ul style="list-style-type: none"> • Thinks critically with creativity and strategic awareness • Performs highly, consistently and efficiently in line with strategic aims of organisation 	<ul style="list-style-type: none"> • Ability to take the wider, strategic view and enable focus • Able to check, challenge and champion the work of the OFA • Strong commercial acumen with the ability to identify opportunities

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The role of the ED&IG is to provide informed advice and guidance to Oxfordshire FA to help develop inclusive policies and practices that will help to promote accessible opportunity to engage all sections of the community into football roles and participation at a grassroots level. The ED&IG will:

- Meet up to six times per annum
- Share ideas and good practices
- Develop strategies and policies with regard to equality, diversity and inclusion around football participation both on and off the pitch
- Engage networks/partnerships to increase participation within all communities

The ED&IG will be extremely valuable to the Oxfordshire FA and supported the organisation to **deliver various initiatives to promote equality and inclusion and ensuring everyone has an opportunity to be involved in football in a format which suits them.** This includes the following examples:

- Working with key partners to deliver specific programmes such as Just Play, Wildcats and other education programmes.
- Promoting and supporting on an annual basis the Rainbow Laces Campaign.
- Growing the number of female and BAME referees and coaches within Oxfordshire

Moving forward, we will continue to build on these areas and embed them further into the organisation.

Equality, Diversity & Inclusion Group Chair: Role Description

An ED&IG Chair Role Profile and application pack can be accessed here: <https://www.Oxfordshirefa.com/>

Equality, Diversity & Inclusion Group Member: Role Description

An ED&IG Role Profile and application pack can be accessed here: <https://www.Oxfordshirefa.com/>



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Application Process

All we need from you at this stage is three documents:

- An application form of key information
- A copy of your CV
- An Equality and Diversity monitoring form

Applications
<ul style="list-style-type: none">• Complete the application form• Attach your CV• Send to Ian.Mason@OxfordshireFA.com by deadline of 21 April 2021• Complete the equality monitoring form and send to info@OxfordshireFA.com
Interviews
<ul style="list-style-type: none">• Shortlisted candidates will be notified week commencing 10 May 2021• Interviews will be held week commencing 17 May 2021
Selection
<ul style="list-style-type: none">• Candidates will be notified of outcomes week commencing 24 May 2021• Please note that, in line with good Governance practice, we may ask for references, further information & declarations at this stage
Induction
<ul style="list-style-type: none">• Induction training will be provided



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APPLICATION FORM

Completing and returning the Application papers

Please complete the Application Form and return to **Ian Mason** by E-Mail at Ian.Mason@OxfordshireFA.com by **10am** on **21 April 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.

Whilst not mandatory, we would request you complete our equality monitoring form and submit to Info@OxfordshireFA.com. Please do not send with your completed application form as this process is anonymous and allows us to understand what areas of our community the applications are coming from. Failing to submit will not affect your application.

An editable version of the Application Form can be found [here](#);

Area of ED&IG Application (please tick):

ED&IG Chair	<input type="checkbox"/>	Person
ED&IG Member	<input type="checkbox"/>	

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?			



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Do you have an in-date FA DBS Check?	
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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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Please insert additional rows in the table above if required

Education and Qualifications

Please provide details of your education and qualifications achieved which are relevant to the role in the table below (please note that you may be asked to provide evidence of any qualifications achieved which are directly relevant to this role).

For GCSEs or equivalent, there is no need to include each subject on a separate line (see example below).

Dates	School/College/University/ Training Provider Name	Qualification and Subject	Grade Achieved
<i>e.g. 1991</i>	<i>e.g. High School Name</i>	<i>e.g. 6 GCSEs including Maths and English</i>	<i>e.g. 4 x As and 2 x Bs</i>

Please insert additional rows in the table above if required.



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How do you meet the requirements of the role as outlined in the Role Profile? *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. You can format this as bullet points but please ensure that you directly reference the skills and knowledge outlined in the Role Profile.*

How do you demonstrate the values of the Oxfordshire FA?

The way we work at the Oxfordshire FA is built on the values outlined in the Role Profile. Please provide examples of how you have demonstrated these values in your work or everyday life.



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Accessibility

The Oxfordshire FA are committed to ensuring that all applicants can access the application and selection process for this role. Please 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.

References

Any offer of a role will be subject to receipt of two satisfactory references. Please provide the details of two referees. Your first referee must be your current or most recent employer. Your second referee should be a different employer, representative of an organisation in which you volunteer or have volunteered or a representative of an educational establishment. Personal references should only be given where there is no previous employer, voluntary organisation or educational establishment to which reference can be made.

	First Referee	Second Referee
Name		
E-Mail Address		
Telephone		
Postal Address		
Relationship to You		
Permission to contact prior to appointment if offered a position? (yes/no)		



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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	