



## ED&I Group Member Role Profile

<b>Job Title:</b>	Member of Equality, Diversity & Inclusion Group	<b>Reports To:</b>	Equality, Diversity & Inclusion Group Chair	<b>Grade:</b>	<b>N/A</b>
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Role Purpose:	
<ul style="list-style-type: none"> <li>To support an effective, constructive and cohesive Equality, Diversity &amp; Inclusion Group (ED&amp;IP)</li> <li>To assist the ED&amp;IP Chair and all Oxfordshire FA Board and staff to plan, lead and develop a strategic vision for inclusion in football within Oxfordshire</li> </ul>	
<b>Direct Reports:</b>	N/A

Key Accountabilities:
<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>To advise the ED&amp;IG, through the ED&amp;IG Chair, to the Oxfordshire FA Board</li> <li>To attend any national or regional FA inclusion events (where possible and relevant)</li> <li>To attend Oxfordshire FA ED&amp;IG Meetings as and when required and when reasonable</li> </ul> <p><b>Agendas, Papers/packs and Presentations</b></p> <ul style="list-style-type: none"> <li>To support and inspire Oxfordshire FA and the community it represents</li> <li>To ensure the performance of the ED&amp;IP is measured and accountable</li> <li>To ensure resources are effectively prioritised for inclusion success</li> <li>To ensure that the ED&amp;IP action points are documented and actioned</li> </ul> <p><b>Strategy &amp; Vision</b></p> <ul style="list-style-type: none"> <li>To support work around achieving the required Level of the Equality in Sport Standard, including the creation of a robust Equality, Diversity &amp; Inclusion Action Plan</li> <li>To ensure ED&amp;IP work support the attainment of FA and internal KPI's</li> </ul>

### County FA Values and Behaviours – PRIDE

The Role Holder will be expected to understand and work in accordance with the values and behaviours described below.	
Values	Behaviours
PROGRESSIVE	<p><b>Embraces new thinking in pursuit of continuous improvement</b></p> <ul style="list-style-type: none"> <li>Identifies the need for, and actions change in direction, practice, policy or procedure</li> <li>Questions the way things are done and takes informed risks</li> <li>Continuously seeks to improve efficiency and performance</li> </ul>

RESPECTFUL	<p><b>Sets the standards for respectful behaviour across the game</b></p> <ul style="list-style-type: none"> <li>• Maintains people’s self-esteem when interacting with them</li> <li>• Avoids pre-judgement when listening to suggestions from others</li> <li>• Seizes the opportunity to apply FA standards at all times</li> </ul>
INCLUSIVE	<p><b>Champions end ensures that football is, and will remain, a game for everyone</b></p> <ul style="list-style-type: none"> <li>• Openly collaborates with colleagues and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Seeks out and embraces new ways of thinking and working</li> </ul>
DETERMINED	<p><b>Tenacious and accountable. Serving the whole game and doing the right thing</b></p> <ul style="list-style-type: none"> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve the goal</li> <li>• Remains focused on seeing agreed goals through to completion taking pride in their work</li> <li>• Maintains motivation for their team and themselves</li> </ul>
EXCELLENT	<p><b>The very best outcome achieved by sustained excellence in performance</b></p> <ul style="list-style-type: none"> <li>• Seeks to achieve the highest levels of performance at all times</li> <li>• Can be persistent to achieve a standard that others consider impossible</li> <li>• Challenges others to go further and achieve more</li> </ul>

<b>Knowledge/Experience/Technical Skills:</b>	
<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Have a working knowledge of the key legislation around inclusion and diversity</li> <li>• Promote equality, inclusion and diversity as part of a group</li> <li>• Identify key issues and trends that may help to promote the game through equality, inclusion and diversity interventions</li> <li>• Ability to meet and work outside of normal working hours</li> <li>• Successfully network with key staff and contacts within Oxfordshire FA and the areas in which Oxfordshire FA operates</li> <li>• Ability to communicate effectively and confidently, both in written form and verbally</li> <li>• Positive attitude to the requirements of the role</li> <li>• Capacity to handle confidential information sensitively</li> <li>• Work as part of a team</li> <li>• Ability to work in a professional manner as a representative of Oxfordshire FA</li> </ul>	<p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• A degree of experience of the sports/football industry</li> <li>• Have existing positive contacts within the sports/football industry and the wider community</li> <li>• Have existing contacts within local community groups</li> <li>• Have knowledge of existing equality groups in the local area</li> <li>• Ability to review and analyse data to assist in making informed decisions</li> <li>• Ability to work strategically to engage under represented communities</li> <li>• Experience of strategy planning/consultation</li> <li>• Good presentation skills</li> </ul>



<b>Safeguarding:</b>	
Equality, Diversity & Inclusion Group members are expected to lead by example and support the embedding of safeguarding into football. They have the responsibility to act responsibly and to report concerns that they observe or are informed of.	
<b>Enhanced DBS Check Required:</b>	NO
<b>Clean Full Driving Licence:</b>	Useful but not essential

<b>Created by:</b>	<i>Ian mason, Chief Executive</i>
<b>Date Role Profile Created:</b>	March 2021
<b>Signed by Role Holder:</b>	

*This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.*