



Job Description and Person Specification

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| Job Title | Inclusion Football Officer |
| Reports to | Football Development Manager |

| Job purpose(s) | |
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| <ul style="list-style-type: none"> To support delivery of The FA Grassroots Football Strategy and the Oxfordshire FA and District Councils Business Strategies. To use the power of football as a vehicle to bring resettled adults, children, young people, and families together to participate in football and provide a pathway into the vital services and support provided by local authorities in Oxfordshire. Work with staff across Oxfordshire FA and District Council departments to support in the creation and delivery of diversity and inclusion projects primarily to refugee groups and in creating a more inclusive culture across the area. Positively engage with refugee community groups, diverse ethnic communities, disability organisations and female football providers, informing on diversity and inclusion targets and activities. To ensure the Oxfordshire FA, Cherwell District Council, Oxford City Council, West Oxfordshire District Council and South Oxfordshire Council is reflective and representative of the County demographics. To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs. | |
| Direct reports | N/A |

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| Location | Based at Oxfordshire FA offices but can work remotely or at home |
| Working hours | 37.5 hours that could include evening or weekend working for community engagement |
| Contract type | Fixed term for twelve months initially with Oxfordshire FA |

| Responsibilities |
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| <ul style="list-style-type: none"> Identify and work with key stakeholders and delivery partners to support the creation and delivery of diversity and inclusion projects primarily to refugee groups and in creating a more inclusive culture across the county. Use the power of football as a vehicle to bring resettled adults, children, young people, and families together to participate in football and provide a pathway into the vital services and support provided by local authorities in Oxfordshire. Work with other key district council departments that work with refugees to positively engage and provide wider support. Lead the delivery of an action plan designed by partner organisations, achieving targets, outcomes, and funding contract. Lead steering group between OFA, local authorities, Oxford United FC, Active Oxfordshire, and key partners to support with delivery of action plan, KPIs and outcomes. Positively engage with refugee community groups, diverse ethnic communities, disability organisations and female football providers, informing on diversity and inclusion targets and activities. Work with grassroots clubs and key stakeholders to grow participation across the female and disability football pathways to help provide an opportunity #ForAll. Work with Oxfordshire FA staff to positively engage individuals from diverse ethnic communities into football. Work with the Oxfordshire FA Inclusion Advisory Group to consult on plans and engage to provide advocates for diversity and inclusion activities. Lead the creation of the quarterly internal and annual external report on the progress of the Oxfordshire FA and District Council diversity and inclusion programme and its published targets. |

06/11/2023



OXFORDSHIRE
COUNTY COUNCIL



Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE



WEST OXFORDSHIRE
DISTRICT COUNCIL



OXFORD
CITY COUNCIL



South Oxfordshire
District Council



Vale of White Horse
District Council



Active
Oxfordshire





- Identify appropriate external network groups and develop the Oxfordshire FA and District Council brand through proactive engagement and membership; building the brand as a serious option for diverse candidates.
- Develop activities and campaigns which will support the achievement of diversity and inclusion projects.
- Provide guidance on diversity and inclusion matters.
- Establish constructive working relationships with the key stakeholders and develop regular contact to promote collaboration and sharing of good practice.
- Collaborate with the respective Designated Safeguarding Officer in all matters involving under-18s and adults at risk within diversity and inclusion football development programmes.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing and any discrimination.
- Recognise the additional vulnerability of some groups of children and young people e.g. those with disabilities; from various heritage backgrounds.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Oxfordshire FA and District Council projects.
- Execute tasks as required to meet the Oxfordshire FA and District Councils changing priorities.

Person specification

Qualifications

Essential

- Educated to A Level or equivalent.

Desirable

- Two years sports development or equality and diversity experience.

Skills

Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Skilled in creating, delivering, and maintaining pathways which support the growth, transition, and retention of players.
- Capability to create multiple reports, budgets, and plans.

Knowledge and Experience

Essential

- Practical experience of sports/football development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification framework.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable

- Knowledge of The FA's Grassroots Football Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.

Enhanced DBS Check required?

Yes



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| Clean, full driving licence? | Yes |
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| The job holder 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: <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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| Job description reviewed and modified by: | Michael Thurlow (Football Development Manager) |
| Date job description reviewed and modified: | 06.11.23 |
| Job description authorised by: | Michael Thurlow (Football Development Manager) |

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| Signed by job holder (on appointment): | |
| Date signed: | |

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer (Oxfordshire FA Ltd).