# Recruitment Pack for Appointment of Shropshire FA Independent Chair of Equality, Respect, Inclusion Committee (ERIC)

Dear Applicant,

In December 2012, The FA Board approved English Football’s Inclusion and Anti-Discrimination Action Plan 2013-

1. This was an important moment as it was the first time that all parts of the game (The FA, Premier League, Football League, Professional Footballers Association, League Managers Association, Professional Game Match Officials Limited and the Referees Association) had come together with a comprehensive plan to promote inclusion and tackle discrimination in all its forms.

Fast forward six years and The FA announced a new three-year equality, diversity and inclusion plan called ‘In Pursuit of Progress’ in August 2018, as part of our commitment to ensure the diversity of those leading and governing football better reflects what we see on the pitch in the modern game today.

Shropshire FA has developed an Equality, Respect Inclusion Committee ( ERIC) to provide advice and guidance on all equality matters to the County FA and to provide strategic oversight of the delivery of its operations plan in a county-wide inclusive way which includes all sections of all communities. Our members are passionate individuals from a variety of backgrounds, experiences and perspectives to help guide and drive our work for everyone.

We are currently looking to recruit an Independent Chair who will Lead the ERIC to support our organisation & football across the county. The successful person will have significant knowledge and experience of operating at a strategic level in either the Public or Private Sector and equally bring a breadth and depth of knowledge or experience in equality matters.

You will need to be able to think strategically and have the capacity to guide the implementation of local inclusion provisions. You will need to be an advocate of the role of football within inclusion and anti-discrimination with a proven ability to work collaboratively and challenge constructively.

It is an exciting, but challenging opportunity with the incentive of shaping Shropshire FA’s inclusion work and positively impacting the landscape of football at every level.

The pack includes the following:

* 1. The role advertisement
  2. The role profile
  3. How to apply --- the application form
  4. County FA Equality and Diversity Form

**Our Organisation**

Shropshire FA is the local governing body for football covering Shropshire . Our role is simple, to lead, protect and support an individual’s journey in football by inspiring a lifelong relationship with the game. Football has the power to Change Lives and Connect People, and this is why we do what we do. These are exciting times for the County FA as we support football’s response and recovery from Covid and make an impact on our new three-year strategy and a planned relocation of the County FA office. The successful candidate for this role will be instrumental in helping the County FA to achieve our ambitions. You can find out more about Shropshire FA and the work we do on our website at:

[www.shropshirefa.com](http://www.shropshirefa.com)

## Inclusion Advisory Group Independent Chair Application

### Voluntary/Expenses

We are looking for a dynamic, self-motivated and proactive individual who wants to make a positive contribution to the governance of grassroots football in the Shropshire County FA area.

The Chair will use their experience to lead and steer the group to promote Inclusion and Diversity throughout the organisation, ensure the group is focused and provide advice and guidance in relation to the challenges that we face in local football.

The ERIC Chair will report to the Board on all issues relating to Inclusion, Respect, Equality and Diversity via the Non-executive Director for Inclusion.

There will be a minimum of four ERIC meetings each season (although this could change according to need) as well as communication between meetings to support the County in delivering the National Game Strategy and its contract with the FA. There will also be a requirement to attend the National County FA Inclusion Day annually.

The (ERIC) will embed inclusion into the Shropshire FA, through support and advice on all issues of diversity and equality within the strategic and operational workings of County FA .

The successful applicant must also be able to demonstrate excellent communication and influencing skills.

### What can we offer?

* An exciting opportunity to be part of a forward thinking, progressive business.
* To work with key stakeholders within the grassroots and game.
* A commitment to empowered and supportive personal development.
* Travel expenses when attending meetings

### How to apply:

Applications will be accepted upon the completion of the application form contained in this recruitment pack. It is essential that applicants clearly demonstrate their ability to meet the requirements of the role, explaining how their experience and technical skills will assist them.

Recruitment for the voluntary role will be based on both the technical ability to fulfil the role and the following key organisational behaviours:

* Inclusive
* Inspiring
* Innovative
* Transparent
* Trusted

We would appreciate if you could complete our Diversity Monitoring form along with your application.

Completion of this form is entirely optional however it does on a generalised level provide the Association

with the opportunity to track the breadth and depth of the applications from different parts of the community. This form should be filled out anonymously and sent to us separately to your application form This data is collected and collated anonymously.

### The interview process:

The date for applications to close will be at 5pm on

**Thursday 31st March 2022**

Applications will be shortlisted, and we will invite some candidates for an interview.

The interviews will take place week commencing **11th April.** We can be flexible with interview times where required.

A formal induction process will take place once we have appointed an ERIC Chair.

This process will be adapted for anyone who has a disability or any other accessibility requirements.

### Other important information:

The County FA is committed to safeguarding children, young people, and adults at risk. While this role is not subject to a DBS, the successful candidate will be expected to undertake safeguarding training and qualifications.

The County FA welcome applications from all parts of the community.

# Shropshire FA

**Independent Chair of Equality, Respect, Inclusion Committee Role Profile**

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| **Role Title** | Independent Chair of ERIC |
| **Reports to** | Chair of the Board of Directors |

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| **Role Purpose** | |
| * To lead and support an effective, constructive and cohesive Equality, Respect ,Inclusion Committee . * To assist the ERIC Members & County FA Leadership to plan, lead and develop a strategic vision for inclusion in football within the County. * To report and feedback effectively on the delivery of Inclusion to the Board of Directors. | |
| **Direct Reports** | Member of the ERIC. |

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| **Location** | The Post will work remotely at the discretion of the post holder. The post holder will be required to attend meeting and work from the office as and  when agreed |
| **Estimated time commitment**  **to fulfil the role** | The role requires a commitment to attend a quarterly ERIC meeting and additional working groups/meetings as required |
| **Remuneration or Expenses** | Reasonable Expenses will be paid for County FA/ERIC related business, in line with the current Expenses Policy of the Shropshire FA.  Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA. |

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| **Responsibilities** |
| **Governance**   * Represent the ERIC at Board as required. * Attend any national or regional FA inclusion events (where possible and relevant). * Attend County FA Meetings as and when required and when reasonable. |

**Agendas, Papers/packs and Presentations**

* Support the recruitment of and inspire the very best and talented ERIC team possible.
* Ensure the performance of the ERIC is measured and accountable where possible.
* Prepare the Agenda for ERIC meetings.
* Work closely with the County FA CEO, Strategy Manager and other key County FA staff to ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all County FA work and staff.
* Ensure that ERIC action points are documented and actioned.

**Strategy & Vision**

* Support work around maintaining the current and/or progressing to the next level of the Equality Standard for Sport, including the creation of a robust Equality Action Plan to sit alongside, compliment and be part of County FAs wider operations plan.
* Liaise with staff members and the ERIC Working Group to ensure ERIC work supports the attainment of FA and Internal KPIs.

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| **Person Specification** | |
| **Skills and Knowledge** | |
| Essential   * Have a working knowledge of the key legislation around inclusion and diversity * Use your influencing skills to Promote inclusion and diversity as part of a group * Identify key issues and trends that may help to promote the game through inclusion and diversity interventions * Ability to meet and work outside of normal working hours * Successfully network with key staff and contacts within the Association and the areas in which the Association operates * Ability to think strategically to drive positive change. * Be able to plan, drive and Chair meetings * Ability to communicate effectively and confidently, both in written form and verbally * Positive attitude to the requirements of the role * Capacity to handle confidential information sensitively * Ability to work in a professional manner as are presentative of the Association. | Desirable   * A degree of experience of the sports/football industry * Have existing positive contacts within the sports/football industry and the wider community * Have existing contacts within local community groups * Have knowledge of existing equality groups in the local area * Ability to review and analyse data to assist in making informed decisions * Ability to work strategically to engage under represented communities * Experience of strategy planning/consultation * Good presentation skills |

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| **Enhanced DBS Check required?** | NO |
| **Clean full driving licence?** | NO |

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| **The Role Holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **BBFA Value** | **Behaviours** |
| INCLUSIVE | **Champions and ensures that football is, and will remain, a game for *everyone:***   * 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. |
| INSPIRING | **Sets the standards for respectful behaviour across the game:**   * 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. |
| INNOVATIVE | **Embraces new thinking in pursuit of continuous improvement:**   * 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. |
| TRANSPARENT | **Openly and honestly convey information to all**   * Encourage open communication across the game * Encourages feedback to inspire others * Ensures decision-making rationale is clear and considered so that it is easily understood by others. |
| TRUSTED | **Sets the standards across the game**   * Be open and support one another * Be consistently good in quality or performance * Demonstrate commitment and reliability and accountable in all that you do |

*Application Form*

## Personal Details

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| **Surname:** | | **Forename:** | |
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| **Address:** |  | | |
|  | | | |
| **Postcode:** |  | | |
| **Home Telephone No:** |  | **Daytime No:** |  |
| **Mobile No:** |  | | |
| **Email Address:** |  | | |

**Please tell us how you meet the ERIC Chair role profile as shown above.**

**Please tell us your reasons for wanting to lead the Shropshire FA ERIC?**

**Please give details of any other skills (professional/life skills), interests or experience you have that may be beneficial to you undertaking this role with County FA.**

Please complete and return this form via email, with your CV (optional) to [mick.murphy@shropshirefa.com](mailto:Liz.Verrall@Berks-BucksFA.com)

We would appreciate it if you could complete our option, anonymous Equality Monitoring formto assist the Association in monitoring its Equality, Respect, Inclusion & Diversity activities.

Closing date for applications: ***Thursday 31st March 2022***

Applicants will be invited to interviews w/c ***11th April 2022***