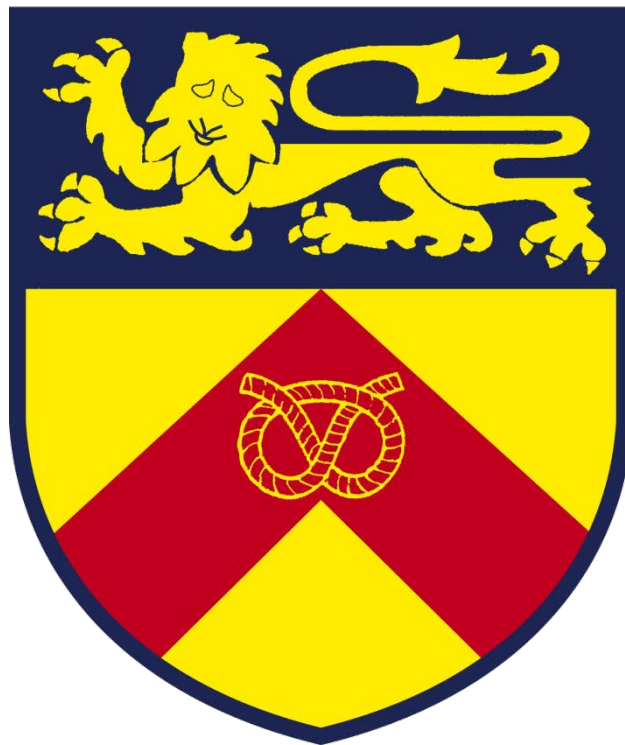


Staffordshire FA



**Staffordshire Football Association
Inclusion Advisory Group Member Information
Pack**

November 2017

Content

Letter from Staffordshire FA

Inclusion Advisory Group Overview

Terms of Reference

Role Profiles

Expression of Interest



**MAKING A DIFFERENCE
THROUGH FOOTBALL**

Staffordshire FA Inclusion Advisory Group

In 2012, the FA Board approved the English Football's Inclusion and Anti-Discrimination Action plan. This plan is an important movement as it sets out to demonstrate how the whole of the game is joined together in a common cause to promote inclusion and tackle discrimination in all its forms.

The Staffordshire FA has embraced the Anti-Discrimination plan and will continue to work to address key issues and challenges of discrimination in whatever form it may take within the County.

The purpose of the Inclusion Advisory Group is to advise, guide and make recommendations to our Board and members and make comment on any oversight or weak detail with regards our Action Plan. We have within the Staffordshire FA a dedicated and energetic team to push this important plan and make sure this is delivered to engage and support as many people as possible.

One key piece of work we are looking for the Inclusion Advisory Group to undertake is to help the Staffordshire FA gain the Preliminary Level of the Equality Standard for Sport. We are keen for the group to analyse us against the standard and provide recommendations to help us achieve our aim.

We are looking to gain support from a diverse representation of people who are committed and passionate and who can help guide and drive English Football's Inclusion and Anti-Discrimination programme within Staffordshire.

If you feel that you are one of those people who can help drive our programme forward and want to take up an exciting challenge, I and our team look forward to working with you.

Adam Evans
Chief Executive Officer
Staffordshire County FA

Registered Office:

Dyson Court
Staffordshire Technology Park
Beaconside
ST18 0LQ

Staffordshire Football Association Limited.

T: +44 (0) 1785 256994

F: +44 (0) 1785 279 837

Registration. 3799658

www.StaffordshireFA.com



Inclusion Advisory Group Overview

Staffordshire FA were awarded the Foundation Level of the UK National Equality Standard for Sport in 2010. This has since been updated and refreshed in 2015.

It is paramount that equality and inclusion is incorporated into our project planning, organisation and delivery by our staff to develop football and increase participation. The County Inclusion Strategy aims to promote the Association's wide ranging equality agenda across the FA's four strategic goals of Growth and Retention, Better Players, Running the Game and Raising Standards. It outlines the action that the Association take to ensure equality of opportunity for those administering and playing the game.

As part of this plan, Staffordshire FA are now looking to embed an Inclusion Advisory Group which will aim to assist the County FA in providing a service that focuses on engaging all of our communities, addressing positive interventions to address gaps in provision and developing meaningful responses to local race and equality priorities.

Staffordshire FA are now looking to recruit members for our Inclusion Advisory Group, the recruitment will be through formal application (role profiles included in pack).

The membership of this group will reflect the diversity within Staffordshire and will include representatives of local organisations and communities that are able to provide advice relating to the challenges within grassroots football.

This group will meet as often as required and will significantly support the Staffordshire FA to work towards the Preliminary Level of the Equality Standard for Sport. The vision for this will be for the group to work both in collaboration with and independent of the Staffordshire FA to help critically analyse the Association and provide both feedback and guidance on how the Association should be moving this work forward.

The ambition for the group will not just be to talk about inclusion with football, but to be a critical friend to help Staffordshire football benefit from wider representation across all areas of the game.

To ensure success, the individuals involved within this group will be required to have appropriate skills, knowledge and experience to have a meaningful impact and be willing to commit their time to supporting Inclusive football in Staffordshire. This does not have to be from a football background as we recognise the extensive levels of experience within inclusion and equality from outside of the game.

Please take your time to read through the Members Pack and should you be interested in being part of this group, please return the attached Expression of Interest form to Bethan Woolley, Football Development Officer (Inclusion) via email or post by Monday 18th December 2017.

FAO Bethan Woolley
Staffordshire Football Association
Dyson Court

Staffordshire Technology Park
Stafford
ST18 0LQ

Bethan.Woolley@StaffordshireFA.com

Terms of Reference

Purpose

The Staffordshire FA Inclusion Advisory Group is in place to support and advise the County on meeting its legal duties and operating in a way that meets the needs of the local community and of the organisation.

Role

The role of the Inclusion Advisory Group is to:

1. Advance equality of opportunity for all groups, as well as having a focus on the protected characteristics.
2. Foster good relationships with the local community, so that football can be used to create positive sporting opportunities and increase participation for all .
3. Eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse directed at specific groups
4. Critically analyse the Staffordshire FA to ensure it meets the required standards and to support the aim to achieve the Preliminary Level of the Equality Standard for Sport.

Means

In supporting the role as defined above, the Inclusion Advisory Group may:

1. Analyse data to provide intelligence and support recommendations to the County FA.
2. Consult on and support the county planning process, including the setting of business objectives and targets which ensure that the needs of the whole community are met. This will include being responsible for the development and implementation of a new Inclusion Action Plan.
3. Provide support to The County FA's community engagement, consultation, development programme and disciplinary procedures.
4. Act as Ambassadors as appropriate for the County FA.
5. Bring a diverse perspective to the County FA.
6. Identify key equality issues and support the identification and delivery of solutions.
7. Advocate the benefits of addressing equality issues.
8. Assess and advise on equality impacts arising out of county plans.
9. Co-ordinate consultation sessions with the wider community in relation to annual county plans.
10. Identify key issues and trends that may promote the growth of the game through inclusion and diversity interventions.
11. Promote inclusion and diversity in football.
12. Devise, monitor and evaluate County FA secondary Key Performance Indicators for inclusion and diversity.
13. Meeting as group as many times as desired per year

Role Specification: INCLUSION ADVISORY GROUP **MEMBER**

The Group will report to: Staffordshire FA Board of Directors

Job Purpose:

To be part of an Inclusion Advisory Group whose role is to:

- Advance equality of opportunity for all groups, as well as having a focus on the protected characteristics
- Support the County Planning process
- Create good relationships with the local community so that football can be used as a vehicle to create positive sporting opportunities and increase participation for all
- To sit on disciplinary commissions, including specific discrimination cases
- Eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse directed at specific groups.

Key Skills And Experience Required: Essential

- To have knowledge of the key legislation aspects of inclusion and diversity and to be able to promote inclusion and diversity as part of the group
- To be able to identify key issues and trends that may help to promote the game through inclusion and diversity interventions
- Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds
- To be able to identify key equality issues and to support the identification and delivery of solutions
- To be able to successfully network with key staff and contacts within the County FA and the area in which the County FA operates
- To be a positive team player within a group that will provide direction to Council members, Directors and staff of the County FA

Key Skills And Experience Required: Desirable

- Possess a good understanding of grassroots football
- Consumer-facing on the basis that everyone is a customer and therefore a consumer
- To be able to undertake and utilise relevant research and analyse data, as required, to assist in making informed decisions
- A degree of experience of the sports/football industry
- Knowledge of how to utilise and use appropriate and relevant social media
- Basic and relevant presentation skills (if required)

Person Specification: Essential

- Ability to communicate effectively and confidently
- Positive attitude towards the requirements of the role
- Capacity to handle confidential information sensitively
- Amiable manner
- Ability to work as part of a team group
- Ability to work in a professional manner as a representative of the County FA
- Ability to meet and work outside of normal working hours if required

Person Specification: Desirable

- To have existing positive contacts within the sports/football industry and the wider community
- To have a positive nature
- To have existing contacts within the local business community
- To have existing contacts within local community groups
- To have a knowledge of existing equality groups in the local area and who to contact

Role Specification: INCLUSION ADVISORY GROUP CHAIRPERSON	The Group will report to: Staffordshire FA Board of Directors
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<p>Job Purpose:</p> <p>To be chair of an Inclusion Advisory Group whose role is to:</p> <ul style="list-style-type: none"> • Advance equality of opportunity for all groups, as well as having a focus on the protected characteristics • Support the County Planning process • Create good relationships with the local community so that football can be used as a vehicle to create positive sporting opportunities and increase participation for all • Eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse directed at specific groups. • To chair and organise all Inclusion Advisory Group Meetings and report back to County FA and Board of Directors. • To promote and lead the Inclusion Advisory Group. • To sit on disciplinary commissions, including specific discrimination cases • To act as the face and go-to person for all inclusion related work within Staffordshire.
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<p>Key Skills And Experience Required: Essential</p> <ul style="list-style-type: none"> • To have knowledge of the key legislation aspects of inclusion and diversity and to be able to promote inclusion and diversity as part of the group • To be able to identify key issues and trends that may help to promote the game through inclusion and diversity interventions • Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds • To be able to identify key equality issues and to support the identification and delivery of solutions • To be able to successfully network with key staff and contacts within the County FA and the area in which the County FA operates • To be a positive team player and leader within a group that will provide direction to Council members, Directors and staff of the County FA • To have experience in chairing or organising formal meetings. 	<p>Key Skills And Experience Required: Desirable</p> <ul style="list-style-type: none"> • Possess a good understanding of grassroots football • Consumer-facing on the basis that everyone is a customer and therefore a consumer • To be able to undertake and utilise relevant research and analyse data, as required, to assist in making informed decisions • A degree of experience of the sports/football industry • Knowledge of how to utilise and use appropriate and relevant social media • Basic and relevant presentation skills (if required)
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<p>Person Specification: Essential</p> <ul style="list-style-type: none"> • Ability to communicate effectively and confidently • Positive attitude towards the requirements of the role • Capacity to handle confidential information sensitively • Amiable manner • Ability to work as part of a team and leading a group • Ability to work in a professional manner as a representative of the County FA • Ability to meet and work outside of normal working hours if required 	<p>Person Specification: Desirable</p> <ul style="list-style-type: none"> • To have existing positive contacts within the sports/football industry and the wider community • To have a positive nature • To have existing contacts within the local business community • To have existing contacts within local community groups • To have a knowledge of existing equality groups in the local area and who to contact
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If you are interested in a position on the Inclusion advisory group please return the below Expression of Interest by Monday 18th December 2017.

Expression of Interest

Name:

Date of Birth:

Address:

Post Code:

Contact Number:

Contact Email:

Do you currently have a role in football? (If yes, please explain...)

If no, what is your reason of interest in this group?

**Alternatively, for more information on this group please contact Bethan Woolley,
Football Development Officer (Inclusion):**

(E): Bethan.Woolley@StaffordshireFA.com

(T): 01785 279835