



Suffolk FA

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Suffolk Football Association Recruitment Pack

Inclusion Advisory Group (IAG) Member

April 2026

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Welcome

Thank you for your interest in becoming an Inclusion Advisory Group (IAG) Member for Suffolk Football Association.



This is an exciting opportunity to join a forward-thinking charitable organisation that will innovate and lead to grow the game of football in a way that supports local communities. We want to enable and help provide opportunities to spread the reach of the game to those that don't normally get the opportunities to play. Our strategy focuses on the principle of 'Driving the Local Game' - you can read our [full strategy here](#) - and the word local is at the heart of everything we do.

With over 306,000 people playing football regularly in Suffolk, the game's ability to reach many corners of the county brings a unique opportunity to make a true difference to local communities. Generating £267.8m of social value each year to Suffolk, we have an aspiration to make a true difference to people's lives and help transform the county through increased physical activity rates, improving health and wellbeing opportunities and building fantastic partnerships.

This voluntary role is vital to ensuring that Equality, Diversity, and Inclusion (EDI) is at the heart of everything we do. We are seeking individuals who can provide insight, knowledge, and community connections to help us deliver our Diversity & Inclusion Action Plan (DIAP) and ensure compliance with The FA's EDI Standard. Your expertise will be key in helping Suffolk FA better reflect the diversity of thought, experience and demographics within the county, identifying key issues, and supporting the delivery of solutions that advance equality of opportunity across all our football communities.

If you have a desire to make a difference and champion a truly inclusive environment for the people of Suffolk, we look forward to receiving your application.



About Us

Suffolk FA is the governing body for football in Suffolk and is part of the affiliated County network for the Football Association. Suffolk FA is also a registered charity with a role and remit to promote, develop and support participation, promote the game and support the health and wellbeing of the people of Suffolk.

Formed in 1885 it has led the governance, operations and development of football for 140 years. The organisation, however, is modern and thriving and became a registered charity in 2021. The organisation is responsible for supporting the 300+ clubs in the county, leading the development and growth of football across the grassroots game, growing participation and developing referees and coaches. It is responsible for supporting volunteers to be some of the best in England at providing opportunities for everyone wanting to engage in the game.

It is also a key stakeholder in Suffolk, responsible for leading key infrastructure work, being a key partner with health, local authorities and the business community. We use these relationships to help leverage significant funding into football and the county. Examples of this are development of Football Facilities Plans, ensuring local places have great sports facilities, coordinating funding applications to the Football Foundation and other funding partners and

leading safeguarding training and DBS checks for the thousands of volunteers that deliver football in Suffolk.

Our vision is 'A Thriving Local Game' and we work across our whole football community and other partners to make this happen. Equality, diversity and inclusion is at the heart of what we do and this is underpinned by strong safeguarding.

Football is at the heart of what we do and we use this to help transform communities and lives.



Please [click here](#) to find out more.



About the Role

Inclusion Advisory Group Member

We are seeking passionate individuals to join our Inclusion Advisory Group (IAG). The IAG is made up of representatives who are passionate about grassroots football and have knowledge and experience of specific aspects of equality, diversity, and inclusion.

The Group plays a vital role in ensuring that Suffolk FA delivers its commitment to Equality, Diversity, and Inclusion (EDI), acting as ambassadors for the FA in our football communities.

The IAG will:

- Advance equality of opportunity amongst all our football communities
- Foster good relationships with and between all our football communities
- Share ideas and good practices related to inclusion and diversity
- Develop, monitor and review the Suffolk FA Diversity & Inclusion Action Plan
- Engage networks/partnerships to increase participation within all communities
- Use data and evidence to support actions for the group to benefit football in Suffolk
- Constructively, check, challenge and advise actions within Suffolk FA's plan
- Identify any equality issues, and support the identification and delivery of solutions
- Advise the Suffolk FA Board
- Promote inclusion and diversity in football

This is a voluntary position. IAG meetings are held at least 4 times per year (a mix of virtual and in-person at our Stowmarket office) and a contribution of approximately 1-2 hours per month outside of meetings is expected.



Our Values

At Suffolk FA, our values guide everything we do. We are **Inclusive, Team-focused, Respectful, Open, Empowering, and Innovative**. We expect all IAG Members to model these behaviours and to act with integrity, fairness, and accountability in their role.

Safeguarding Commitment

Suffolk FA is committed to safeguarding children and adults at risk. Where applicable to the nature of the role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Equality & Diversity Statement

Suffolk County FA is committed to promoting equity within the organisation and encourages applicants from all backgrounds, culture, beliefs and experiences to apply for this role, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Disability Confident

Suffolk County FA prides itself on being an inclusive organisation committed to supporting all candidates with disabilities throughout the recruitment and onboarding process. We provide ongoing support to everyone within our workforce, including both staff and volunteers. If you require any reasonable adjustments to support your application or your involvement with us, please do not hesitate to get in touch.



Key Responsibilities

Role Title: Inclusion Advisory Group Member

Reports to: Suffolk FA Board via the IAG Chair

Location: Suffolk FA, Bill Steward House, The Buntings, Stowmarket, Suffolk, IP14 5GZ

Estimated time commitment to fulfil the role: The IAG will meet a minimum of 4 times per season (a mix of virtual and in-person at our Stowmarket offices). You will be expected to contribute approximately 1-2 hours per month outside of meetings to provide EDI advice, review documents, or support community engagement.

Remuneration or Expenses:

- This is a voluntary role which is not accompanied by any financial remuneration
- County FA Expenses will be paid in line with the current Expense Policy of Suffolk County Football Association Ltd
- Travel and accommodation to FA events where The FA has agreed to reimburse, County FA Expenses will be paid in line with the current Suffolk FA expense policy

Responsibilities

- Bring a diverse perspective to Suffolk FA
- Set clear targets within our county plan to ensure we meet the needs of the whole of our football community
- Support community engagement, consultations, development programs, and disciplinary procedures
- Act as ambassadors for Suffolk FA in our football communities
- Identify key issues and trends that will promote the growth of the game through inclusion and diversity interventions
- Promote inclusion and diversity in football.
- Devise, monitor and evaluate County FA secondary key performance indicators for inclusion and diversity



Person Specification

Members of the IAG will contribute to Suffolk FA by providing insight, knowledge, and community connections to support effective group function and advise on the Diversity & Inclusion Action Plan (DIAP).

Key skills, experience and attributes required.

Essential

- **EDI expertise:** Experience working with diverse groups and individuals from different backgrounds
- **Issue identification:** The ability to identify key issues and trends that may help to promote the game through inclusion and diversity interventions, and the ability to support the identification and delivery of solutions for key equality issues
- **Networking:** The ability to successfully network with key staff and contacts within the County FA and the area in which the County FA operates
- **Teamwork and attitude:** To be a positive team player within a group that will provide direction, possess a positive attitude toward the requirements of the role, and have an amiable manner
- **Communication:** Ability to communicate effectively and confidently, in written form and/or verbally
- **Professionalism and confidentiality:** Ability to work professionally as a representative of Suffolk FA, capacity to handle confidential information sensitively, and ability to meet and work outside of normal working hours if required

Desirable

- **Football interest:** Possess an interest in grassroots football
- **Research and data:** The ability to undertake and utilise relevant research and data, as required, to assist in making informed decisions
- **Industry/legal knowledge:** A degree of experience in the sports/football industry, knowledge of the key legislation aspects of inclusion and diversity, and the ability to promote inclusion and diversity as part of a group
- **Community contacts:** To have existing positive contacts within the sports/football industry and the wider community, local business community, and local community/equality groups
- **Communication/media:** Knowledge of how to utilise and use appropriate and relevant social media, and basic and relevant presentation skills (if required)
- **Consumer focus:** Consumer-facing experience (on the basis that everyone is a customer and therefore a consumer)



How to Apply

We want to hear from you in a way that feels comfortable and accessible. To apply, please complete our [Online Application Form](#).

While we need to understand both your experience and your answers to our key questions, you can choose how to provide this:

- 1. Option A (Written):** Please type your answers to the three key questions and upload a CV (or summary of experience) directly into the form.
- 2. Option B (Video/Audio):** Please upload a single video or voice note (up to 5 minutes). This recording must cover both your relevant experience and your answers to the three key questions. By choosing this option, your recording serves as your full submission.

The three key questions to address in either format are:

1. What motivates you to apply for a role on the IAG?
2. What unique perspective or community experience would you bring to our discussions?
3. What is one thing you would love to see football in Suffolk achieve in terms of inclusion?

All applications must be submitted via the Google Form.

Equality & Diversity

Within the application form, we include a section for The FA's diversity monitoring. Completion of these questions is entirely optional; however, it provides us with vital data to ensure we are reaching and representing all parts of our community.

Suffolk FA promotes inclusion and diversity and football is a sport that includes people from a range of diverse communities. We welcome applications from a diverse range of communities that reflects our football community. If you have any additional requirements or need any adaptations to the application process due to a disability in relation to the recruitment or interview process, please let us know.

Informal Discussion

If you would like to have an informal chat about the role before applying, please contact Maanik Chadda (IAG Chair) via maanik.chadda@suffolkfa.com or 07999475424.





Suffolk FA

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@SuffolkFA #AThrivingLocalGame

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