



ABOUT SURREY FA



Founded in 1890, Surrey FA has a rich history with the beautiful game. Today, Surrey FA is one of the leading County FA's in the country and is a not-for-profit organisation with charitable status. This is an exciting time for us as we continue to transform our services and set about developing our new long-term strategy to 2030.

Surrey FA supports over 3,000 teams and 60,000 players, over 1,000 referees, and 5,000 coaches. We have a network of County Members providing expertise and diversity of voice to our Working Groups, a diverse and committed Board of Trustees, and 28 staff working across 15 Local Authorities. Surrey FA was also the first CFA to achieve Intermediate Equality Standard.

WHAT IS IT LIKE TO WORK FOR US?

Surrey FA is a great place to work. We are proud of our positive culture, staff well-being, and team working. We are collaborative. We support each other. The person is as important to us as the skills you can bring.

We value the benefits of partnership working to deliver better outcomes. And we are all passionate and committed to grassroots football and changing lives across our community.

We offer flexible working hours, a benefits programme designed by our staff and you'll be based in our newly built offices at Meadowbank Football Ground, overlooking the Surrey Hills in Dorking, Surrey.

www.surreyfa.com



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JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Equality, Diversity & Inclusion Officer
REPORTS TO	Football Development Manager

JOB PURPOSE(S)

- To create a sport that is inclusive for all across Surrey.
- To support delivery of The FA National Game Strategy and the Surrey FA Strategy
- To ensure the Surrey FA is reflective and representative of the County and local area demographics.
- To strategically lead disability football provision across the Surrey FA and the local area.
- To engage, support and influence the involvement, growth and retention of underrepresented groups including Women's & Girls', Disability, LGBTQ and Ethnically and Culturally Diverse Communities.
- To strategically lead the Surrey FA Inclusion Advisory Group (IAG)
- To achieve the new Intermediate Level of the Equality Standard and work towards Advanced Level.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

DIRECT REPORTS	N/A
LOCATION	Surrey FA HQ, Meadowbank, Dorking – with option for remote working.
WORKING HOURS	35 hours per week plus evenings & weekends as required by business needs.
CONTRACT TYPE	Permanent.



RESPONSIBILITIES – THIS IS NOT AN EXHAUSTIVE LIST.

- Represent the Surrey FA with internal and external stakeholders, campaigners and networking groups, positively engaging and informing on EDI targets and activities.
- Work with staff across departments to support in the delivery of EDI targets and in creating a more inclusive culture across the Surrey FA.
- Lead work with the Surrey FA IAG to consult on plans and engage to provide advocates for EDI activities.
- Showcase the Surrey FA EDI programmes and lead on the creation of an external annual report on our progress against published targets.
- Identify external network groups and develop sustainable partnerships to support the delivery of our EDI strategy and targets
- Develop activities and campaigns which will support the achievement of our EDI targets.
- Provide expertise and guidance on all EDI matters.
- Ensure that Surrey FA maintains the Intermediate Level of the Equality Standard and works towards the Advanced Level.
- Manage the annual Future of Football Equality Survey and work with Senior Management Team and IAG to drive strategic objectives in-line with insights from the survey
- Continue Equality Impact Assessment programme
- Identify sources of funding that will be of benefit to the Surrey FA, key stakeholders and provide advice and guidance to applicants.
- Recognise the additional vulnerability of some groups of children and young people e.g. those with disabilities; from ethnically diverse communities and those who identify as LGBTQ.
- Support the Football Development Team to recruit, retain and develop diverse coaches, referees, players, administrators and volunteers through course and local CPD opportunities, with a focus on diverse, disabled and female stakeholders.
- Support the Football Development Team to sustain & increase participation through various initiatives & projects to ensure that we are offering opportunities for all



- Lead on the creation and delivery of the Surrey FA's disability football and talent development programme to ensure a range of opportunities across the pathway
- Develop and service a modern and sustainable competition structure across pan disability football, targeting under-8, under-12, under-16 and adult.
- Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within FA-accredited clubs (FA Charter Standard) structures for under-8, under-12, under-16 and adult age groups and deliver a network of recreational disability football centres.
- Work with the Football Development and Marcoms Team to raise the profile of disability football within the Surrey FA and communicate the range of disability football opportunities across the pathway.
- Embed research, insight and effective measurement into planning, decision-making and delivery across disability football to ensure accurate data collection across programmes that address the priority areas for disability football and meet the needs of disabled people.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Surrey FA and grassroots football.
- Execute tasks as required to meet the Surrey FA changing priorities.





PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Educated to A Level or equivalent.

Desirable

- Sports Development or related degree.

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

- Demonstrate a working knowledge of inclusion, equality, disability, anti-discrimination and safeguarding
- Practical experience of sports/football development.

Desirable

- Knowledge of The FA's National Game Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.
- Sports development and/or experience in one of the following fields; equality, diversity, disability, inclusion, women & girls.
- Knowledge of The FA coaching qualification framework.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

ENHANCED DBS CHECK REQUIRED?

Yes

CLEAN, FULL DRIVING LICENCE?

<YES/NO (Delete as applicable)>

THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW;

DIRECT REPORTS

Excellence

DIRECT REPORTS

- Approachable, knowledgeable staff & county members delivering a professional & proactive service.
- Ensuring that quality is at the heart of everything we do.
- Embracing new ways of working, new technology and responding to customer feedback.

Inclusion

Innovation