**Surrey Football Association**

**Role Description: Inclusion Advisory Group Member**

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| **Role** | Inclusion Advisory Group Member |
| **Salary** | Voluntary |
| **Location** | Surrey FA Offices |
| **Reports to** | Surrey County FA Board of Directors |
| **Term** | Appointment will be for a term of three years which is annually renewable |

**Inclusion Advisory Group (IAG)**

The IAG acts as the check and balance to Surrey FA's equality, diversity and inclusion work. It will comprise up to 12 representatives of grassroots football with collective knowledge and experience of specific aspects of equality, diversity and inclusion such as:

* race;
* gender equality (not the development of women's football);
* disability equality (not the development of disability football);
* mental health;
* lesbian, gay, bisexual and transgender and faith communities.

The Inclusion Advisory Group will meet at least quarterly and is a sub-group of the main Surrey FA Board. The IAG reports into the Surrey FA Board.

**Role purpose:** To be part of an Inclusion Advisory Group whose role is to advance equality of opportunity for all groups and have a focus on the protected characteristics. The group will support the County planning process, foster 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. They will also eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse directed at specific groups.

**Key Skills and Experience:**

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| **Essential** | **Desirable** |
| 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 | Possess a good understanding of grassroots football |
| To be able to identify key issues and trends that may help to promote the game through inclusion and diversity interventions | Consumer-facing on the basis that everyone is a customer and therefore a consumer |
| Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds | To be able to undertake and utilise relevant research and analyse data, as required, to assist in making informed decisions |
| To be able to identify key quality issues and to support the identification and delivery of solutions | A degree of experience of the sports / football industry |
| To be able to successfully network with key staff and contacts within the County FA and the area in which the County FA operates | Knowledge of how to utilise and use appropriate and relevant social media |
| To be a positive team player within a group that will provide direction to Council members, Directors and staff of the County FA | Basic and relevant presentation skills |

**Person Specification:**

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| **Essential** | **Desirable** |
| 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 | Committed to creating football opportunities for all, embodying our mission and delivering our vision.  Adopting innovative solutions to ensure we stay ahead of the game and meet the needs of our football community.  Work with local and national partners to offer benefits to our football community.  Connected to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do.  Applying our values of excellence, inclusion and innovation to everything. |

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.  The responsibilities, skills, experience and behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

If you would like to be considered for the Inclusion Advisory Group please contact Soye Briggs with an IAG Application form outlining why you are interested and your experience. Please send this by email to [Soye.Briggs@surreyfa.com](mailto:Soye.Briggs@surreyfa.com)