



Inclusion Advisory Group Member Application Pack

August 2018

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Sussex County FA Inclusion Advisory Group

Sussex County FA is fully committed to the inclusion agenda ensuring that opportunities for individuals to participate are created across all levels of the game. We will create positive environments to break down barriers and challenge discrimination.

The Inclusion Advisory Group will act as a critical friend to Sussex County FA and provide valuable advice and guidance around equality and inclusion in relation to our National Game Delivery Strategy and annual delivery plans and services. It will also provide advice to assist in the development of a diverse and inclusive paid and volunteer workforce that reflects the community within Sussex.

We are looking for individuals with a passion for and/or background in inclusion to join the group – if you think you can help us drive improvements and thereby increase participation in all aspects of football I would encourage you to apply.

I am looking forward to working alongside the Inclusion Advisory Group to ensure that we build on existing good practice and work together to make improvements around our equality practices.

So, if you think you can help drive our programme over the next few years, then I very much look forward to you applying to take up the challenge and working with you in the future.

Ken Benham
Chief Executive Officer
Sussex County FA

2. Inclusion Advisory Group Member Advert

Passionate about inclusion?

Interested in football?

Want to make a difference?

There have been a number of significant changes across Sussex County FA recently, to ensure we are better placed to support leagues, clubs and participants' across the County. So, it is an exciting time to be joining the Inclusion Advisory Group (IAG). Recruitment will initially be via an expression of interest form, followed by an informal discussion with a recruitment panel.

The group reports directly into to the Sussex County FA Board on all issues relating to inclusion, fairness, equality and diversity.

There are challenges in Sussex to achieve a representative group reflecting the diversity of the County; however we will seek to be representative of the communities that Sussex County FA serve. Individuals with a background and/or passion for equality and diversity are encouraged to apply to become members of this group.

We want to attract people from all backgrounds who may have relevant individual skills, knowledge and experience to enable them to have a positive and meaningful impact, able to provide sound advice and guidance. Please note that the posts are available to volunteers only (travel expenses will be reimbursed but no salary is involved).

The IAG member role profile setting out the purpose, personal skills and experience required is included in this application pack (see page 6).

If you are passionate about football in Sussex, can inspire people at all levels to change and reward those who make Grassroots football in Sussex such a success, then we would like to hear from you.

Please note the closing date for applications is midday on **Monday 17th September 2018**

3. Guidance on How to Apply

If you are interested in applying to be a member of our Inclusion Advisory Group, please complete the short expression of interest form and email with a covering letter to our Chief Executive Officer: Ken Benham or by post addressed: Strictly Private & Confidential, Ken Benham CEO, Sussex County FA HQ, Culver Road, Lancing, West Sussex, BN15 9AX.

We would appreciate if you could please complete The FA's Diversity monitoring form along with your application. Completion of this form is entirely optional, however it does provide Sussex County FA with the opportunity to track the breadth and depth of the applications from different parts of the Community.

If you feel you require any further information about the Inclusion Advisory Group Member role then please contact any of the following:

- Ken Benham, Chief Executive Officer - Ken.Benham@sussexfa.com
- Sandra Redhead, Lead Equality Officer – Sandra.Redhead@sussexfa.com
Telephone 01903 753547

Please note the closing date for applications is midday Monday 17th September

Sussex County FA are committed to equality of opportunity and welcome applications from all sections of the community.

Sussex County FA Equality Statement

The Sussex County FA is committed to tackling discrimination and harassment, whether by reason of ethnic origin, colour, race, nationality, religion or belief, gender, gender reassignment, sexual orientation, disability, age, pregnancy, maternity, marital or civil partnership status. Tackling these issues as well as reducing socio-economic inequalities within the game, is a commitment of the Association in delivering its stated aim, 'Football for all'.

4. Inclusion Advisory Group Member Role Profile

Role Specification:	The Group will report to:
INCLUSION ADVISORY GROUP MEMBER	Board of Directors Sussex County FA

<p>Job Purpose:</p> <p>To be part 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 Business 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 • Eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse directed at specific groups

<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 within the Group that will provide direction to County Members, Directors and staff of the County FA 	<p>Key Skills And Experience Required: Desirable</p> <ul style="list-style-type: none"> • Possess a good understanding of grassroots football • Consumer-facing experience • 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 (as required)
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<p>Person Specification: Essential</p> <ul style="list-style-type: none"> • Positive attitude towards the requirements of the role • Capacity to handle confidential information sensitively • Amiable, positive and persuasive 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 as 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 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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5. Inclusion Advisory Group Member Expression of Interest Form

Thank you for your interest in volunteering with Sussex County FA. We are always keen to recruit people who are enthusiastic and passionate about Sussex County FA's work into a variety of roles.

Please complete the application form below and send along with a covering letter by email to our Chief Executive Officer: Ken Benham Ken.Benham@sussexfa.com or by post addressed: Strictly Private & Confidential, Ken Benham CEO, Sussex County FA HQ, Culver Road, Lancing, West Sussex, BN15 9AX.

Personal Details

Full Name			
Address			
Postcode			
Telephone number		Mobile number	
Email address			
Date of Birth			

Please tell us how you meet the person specification as shown above
(Any further information may be added on a separate sheet)

Please tell us your reasons for wanting to be on this Group

(Any further information may be added on a separate sheet)

Please give details of any skills (professional / life skills) interests or hobbies you have that may be beneficial in you undertaking this role with Sussex County FA?

(Any further information may be added on a separate sheet)

6. References

Please give the name and addresses of **TWO** referees. If possible one should be your most recent/present employer. Please tell us if you do not wish your referees to be contacted without contacting you first.

1. Referee	2. Referee
Relationship:	Relationship:
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Email:	Email:
Tel:	Tel:
Can we contact them: Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact them: Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration

I am applying for a voluntary Inclusion Advisory Group Member role at Sussex County FA. I understand, should I be successful, that we have not entered into an employment contract and the terms are not legally binding.

I understand that my application will only be accepted on receipt of satisfactory references, and if a suitable position is available.

I agree that Sussex County FA may hold and use personal information about me for the purposes of this application process and following my successful appointment, for the purpose of the role. I understand this information, may be stored on file and computer files and will be retained in accordance with Data Protection Legislation (for further information please see the Sussex County FA [Privacy Policy](#)).

Signature:

Date:

The Equal Opportunities information is used to make sure we treat people equally.

6. The FA's Equality & Diversity Monitoring Form - Confidential

Sussex County FA is committed to Equality and Diversity and ensuring that it is fully representative of the Community it serves. To assist us in monitoring the ethnicity of members we would be grateful if you could complete the following monitoring form. All information detailed will be treated anonymously.

Gender

Male Female

Have you ever identified as Transgender Yes No Prefer not to say

Age

16 – 20 21 – 30 31 – 40 41 – 50 51 – 60 61+

Ethnicity

Indicate in the appropriate box your ethnic background. *Ethnic categories are not about nationality, place of birth or citizenship. They are about the group to which you feel you belong to. The descriptions below are from the 2011 census.*

White

British English Scottish Welsh Irish Gypsy or Irish Traveller
Any other white background

Mixed

White & Black Caribbean White & Black African White & Asian Mixed background
Mixed other background

Asian

British-Indian Indian British-Pakistani Pakistani British-Bangladeshi
Bangladeshi British-Chinese Chinese Any other Asian background

Black

Black Caribbean Caribbean British African African British Other
Any other Black background

Other Background

Other Prefer not to disclose my ethnic origin

Disability

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down’s syndrome). Some people including those with cancer, multiple sclerosis and HIV/AIDS are automatically protected as disabled people by the Act.

Do you consider yourself to have a disability?

Yes No

If you have indicated yes, please indicate the impairment(s) that you feel applies to you:

Blind/partially sighted Deaf/hard of hearing Physical disability Learning disability
Communication barriers Experience of mental and emotional distress Prefer not to say

Religion or Belief

How would you describe the religion to which you feel you belong?

Christian Buddhist Hindu Jewish Muslim Mormon Sikh
Jehovah’s Witnesses Atheist No Religion/Faith Other faith background
Prefer not to say

Sexual Orientation

Which of the following options best describe how you think of yourself?

Heterosexual/Straight Gay Man Gay Woman/Lesbian Bisexual Other
Prefer not to say

Is there anything we can do or put in place which would make it easier for us to offer you an equal service? (For example documents in large print, hearing loop etc)

It would be helpful for Sussex County FA to know of any barriers you have faced when dealing with us.

Thank-you for taking the time to fill out this form