



**Inclusion Advisory Group Member  
Application Pack**

**2019**



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### **Sussex County FA Inclusion Advisory Group**

In December 2012, The FA Board approved English Football's Inclusion and Anti-Discrimination Action Plan 2013-17. This was an important moment as it was the first time that all parts of the game (The FA, Premier League, EFL, Professional Footballers Association, League Managers Association, Professional Game Match Officials Limited and the Referees Association) had come together with a comprehensive plan to promote inclusion and tackle discrimination in all its forms.

Now in 2019 The Sussex County FA are proud to say we have fully embraced the FA's new Equality, Diversity and Inclusion Plan 2018-2021 "The Pursuit of Progress" and will be continuing to work to address the key issues and the challenges that exist within the County.

The purpose of the Inclusion Advisory Group will be to provide advice, guidance, make recommendations to our Board on all equality and inclusion matters, and comment on any oversights in relation to our delivery/action plan. This will be conducted through a "Check and Challenge" approach. The IAG will also represent The Sussex County FA at Equality and Inclusion Projects across Sussex.

We are now looking for two more committed and passionate individuals with a variety of backgrounds, experiences and perspective to help guide and drive English Football's Pursuit of Progress agenda forward.

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

In 2016 Sussex County FA were awarded the Foundation Level status of the UK National Equality Standard for Sport.

Sussex County FA are now looking to recruit two new members for our Inclusion Advisory Group, the recruitment will be by a formal application and the role profile is included in this application pack (see page 6).

This Group will report directly to the Board, on all issues relating to Inclusion, Equality and Diversity.

The membership of this Group will aim to reflect the diversity within our County, which will include representatives of organisations and communities that are able to provide advice and guidance in relation to the challenges that we face in local football.

The Inclusion Advisory Group will meet up to five times each season, normally to be held at our offices, to support the County FA and will formulate an Inclusion Action Plan. In the future the Group will look to achieve Preliminary status for the National Equality Standard in Sport. The Group will lead a pivotal role in delivering the Inclusion Action Plan as well as challenging and overseeing its outcomes.

Individuals appointed to the Group will require the appropriate skills, knowledge and experience to have a positive and meaningful impact. Please note that the posts are voluntary roles only (no salary / remuneration is involved but travelling expenses will be reimbursed in accordance with our policy).

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 contact the Chair of the Group Pauline Fox ([Pauline.Fox@sussexfa.com](mailto:Pauline.Fox@sussexfa.com) )



### 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 application form and email with a covering letter to our Chairperson Pauline Fox or by post addressed: Strictly Private & Confidential, Pauline Fox, 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:

- Pauline Fox, Inclusion Advisory Group Chair– [Pauline.Fox@sussexfa.com](mailto:Pauline.Fox@sussexfa.com)
- Jade Harker, Lead Equality Officer – [Jade.Harker@sussexfa.com](mailto:Jade.Harker@sussexfa.com)
- Telephone 01903 766855

#### How will we recruit?

Sussex County FA recruits and evaluates performance on a competency based structure and process, therefore, recruitment for these roles will be based on competency based questions. Competency based behaviours required within this role include:

**Problem Solving \ Team Work \ Communication \ Leadership,  
Delivery \ Customer Excellence \ Developing Self and Others**

The Sussex County FA is committed to equality of opportunity. We particularly welcome applications from women and black and minority ethnic candidates as they are underrepresented within Sussex County FA at this level, however applications from all sections of the community are welcome.

Sussex County FA Equality Statement can be read here: <http://www.sussexfa.com/about/rules-and-regulations/inclusion> or is available on request.



#### 4. Inclusion Advisory Group Member Role Profile

<b>Role Specification:</b> Inclusion Advisory Group Member	<b>The Group will report to:</b> Board of Directors Sussex County FA
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<p><b>Job Purpose:</b></p> <p>To be part of an Inclusion Advisory Group whose role is to:</p> <ul style="list-style-type: none"> <li>• Advance equality of opportunity for all groups, as well as having a focus on the protected characteristics</li> <li>• Support the County Business Planning process</li> <li>• 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</li> <li>• Eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse directed at specific groups</li> <li>• Assist the organisation to gain the next stage of the Equality Standards</li> </ul>
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<p><b>Key Skills And Experience Required: Essential</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• To be able to identify key issues and trends that may help to promote the game through inclusion and diversity interventions</li> <li>• Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds</li> <li>• To be able to identify key equality issues and to support the identification and delivery of solutions</li> <li>• To be able to successfully network with key staff and contacts within the County FA and the area in which the County FA operates</li> <li>• To be a positive team player within the Group that will provide direction to Council members, Directors and staff of the County FA</li> </ul>	<p><b>Key Skills And Experience Required: Desirable</b></p> <ul style="list-style-type: none"> <li>• Possess a good understanding of grassroots football</li> <li>• Consumer-facing experience</li> <li>• To be able to undertake and utilise relevant research and analyse data, as required, to assist in making informed decisions</li> <li>• A degree of experience of the sports/football industry</li> <li>• Knowledge of how to utilise and use appropriate and relevant social media</li> <li>• Basic and relevant presentation skills (as required)</li> </ul>
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<p><b>Person Specification: Essential</b></p> <ul style="list-style-type: none"> <li>• Positive attitude towards the requirements of the role</li> <li>• Capacity to handle confidential information sensitively</li> <li>• Amiable, positive and persuasive manner</li> <li>• Ability to work as part of a team / group</li> <li>• Ability to work in a professional manner as a representative of the County FA</li> <li>• Ability to meet and work outside of normal working hours as required</li> </ul>	<p><b>Person Specification: Desirable</b></p> <ul style="list-style-type: none"> <li>• To have existing positive contacts within the sports/football industry and the wider community</li> <li>• To have existing contacts within the local business community</li> <li>• To have existing contacts within local community groups</li> <li>• To have a knowledge of existing equality groups in the local area and who to contact</li> </ul>
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## 5. Inclusion Advisory Group Member Application 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 IAG Chairperson [Pauline.Fox@sussexfa.com](mailto:Pauline.Fox@sussexfa.com) or by post addressed: Strictly Private & Confidential, Pauline Fox CEO, Sussex County FA HQ, Culver Road, Lancing, West Sussex, BN15 9AX.

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

### 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.

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

<b>2. Referee</b>
<b>Relationship:</b>
<b>Name:</b>
<b>Organisation:</b>
<b>Address:</b>
<b>Email:</b>
<b>Tel:</b>
<b>Can we contact them:</b>  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.

Signature:

Date:



## 6. The FA's Equality & Diversity Monitoring Form

**(Please send this in separately and anonymously)**

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.

### Sex and 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 that you meet this definition?**

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

**Other**

Please provide details of any other aspects of equality/diversity you feel are relevant:

