



Sussex County Football Association

**Inclusion Advisory
Group Member**

Recruitment Pack



Sussex County FA

Inclusion Advisory Group Member

The Sussex County Football Association Limited is seeking to recruit a volunteer Inclusion Advisory Group Member to carry out aspects of all aspects of an inclusion and equality role within the Sussex County Football Association.

To join the team and be successful, the individual must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role.

The interview panel must be convinced of the individual's passion, inspiration, and professionalism for the role.

This pack provides the following to assist individuals in considering whether they have the relevant skills and attributes required for the role:

1. The Role Advertisement
2. The Role Profile
3. How to apply - Application Form

The successful applicant will report to the chairperson of the Inclusion Advisory Group.

Applicants should be computer literate, ideally have a football interest though not essential, with presentation and communication skills capable of carrying out and implementing administration systems.

The individual should be able to work occasional evenings and weekends.

The Sussex County FA is committed to safeguarding children and adults at risk, and anyone working with us will be required to follow the Sussex County FA safeguarding policies.

What can the Sussex County FA offer?

- An exciting opportunity to join a forward thinking, progressive business
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- A Personal Accident policy

Disability Confident

The Sussex County FA prides its-self on being an employer who are committed to supporting candidates with disabilities throughout our recruitment and selection process. We have a dedicated team to support any employee with a disability. If you require any reasonable adjustments to support your application, please do not hesitate to get in touch.

Equality Statement

We believe that Football belongs to, and should be enjoyed by, anyone who wants to participate in it. The Sussex County FA is committed to promoting equality within the business in every aspect of its work and we encourage applicants from all backgrounds, cultures, beliefs, and experiences to apply for this role, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.

If any questions arise about the role or clarity is required on the recruitment pack, please contact Jade Harker
Jade.Harker@SussexFA.com

Closing date for applications is: 5pm Monday 31st with interview date on Friday 11th February.
Please note that we are unable to acknowledge receipt of applications.





Role Profile

Job Title:	Volunteer Inclusion Advisory Group Member Hours of work are on a voluntary basis, as agreed between the volunteer and the chairperson of the Inclusion and Advisory Group. All expenses will be paid.		
Reports To:	Chairperson	Jobs Reporting into the Job Holder:	None
1. Job Purpose			
<ul style="list-style-type: none"> • Advance equality of opportunity for all groups and protected characteristics within Sussex Football • Foster good relationships with the local community and ensure they can take part in any and all football roles / activities across Sussex • Eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse directed at specific groups • Assist the organisation to gain the next stage of the Equality Standards 			
2. Key Responsibilities			
<ul style="list-style-type: none"> • Ensure Equality is embedded across the business • Advise the business on all Equality, Inclusion and Diversity matters • Attend equality related events as and when required • Always act to ensure the Safeguarding of children and adults at risk is paramount in all decisions and action taken. 			
3. Person Specification - Knowledge/Experience/Technical Skills/Behaviours			
a) Knowledge/Experience/Technical Skills			
<p style="text-align: center;">Essential: -</p> <ul style="list-style-type: none"> • To have knowledge of the key legislation aspects of equality, diversity, and inclusion • A working understanding and application of inclusion, equality, diversity, antidiscrimination, safeguarding and best practice • To be able to identify key issues and trends and to utilise this information to advise on solutions to improve equality, diversity, and inclusion • Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds • Open minded, positive, and persuasive manner • Ability to work in a professional manner as a representative of the County FA 		<p style="text-align: center;">Desirable: -</p> <ul style="list-style-type: none"> • Experience of safeguarding in sport. • To be able to undertake and utilise relevant research and analyse data, as required, to assist in making informed decisions • To have existing contacts within local community groups, the sports industry, and the wider community • To be able to successfully network with key staff and contacts within the County FA and the area in which the County FA operates 	
b) Behaviours			
<ul style="list-style-type: none"> • Problem Solving • Moral desire to support positive change • Communicating • Delivery to meet deadlines 			

Application Form

Applications can be accompanied by a Curriculum Vitae (CV). The decision to invite you to attend for interview will be based on the information you provide on this form. The Sussex County FA is an Equal Opportunities Employer.

Position applied for:

Personal Details

Please complete in BLOCK CAPITALS

First Names: Surname:

Mr / Ms / Mrs or preferred title: Are you over the age of 18?

Preferred Pronouns: * she/her/hers - he/him/his - they/them/theirs - other please specify
**Please circle as appropriate*

Address:

Post Code: Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an in-date FA Criminal Records Check (DBS)?

Office use only	Application number	
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Education and Training

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

Dates	Details of School/College/Institution	Course or Qualification	Grade

Please attach a continuation sheet if required

Employment & Volunteering History

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package. **Important:** Include any breaks in employment

Dates (start & end)	Employers' name/nature of business	Job title	Key Responsibilities	Benefits

Please attach a continuation sheet if required

How do I meet the requirements of the role as Volunteer Inclusion Advisory Group Member?

Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understood the job advertisement and the role description provided.

Please attach a continuation sheet if required

Names and address of referees

Please give the name and address of two reference providers, one of which should be your current employer, or when not currently employed, your last employer (where possible). References will only be taken up upon successful application. **Please note: Appointment to the role will not be approved until suitable references have been obtained and approved**

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

Accessibility

Sussex County FA is committed to ensuring that all applicants can access the application and selection process for this role. Please details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.

Additional Information

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:

If your application is successful:

What notice period would you have to provide your current employer?

N/A

What annual salary would you be looking to obtain?

Volunteer Role

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

Date:

Please complete and return your application form before 5pm Monday 31st January 2022

Either email Victoria.Windslow@SussexFA.com or post to the address as follows:

Strictly Private & Confidential

Victoria Windslow

Executive Assistant

Sussex County FA

Culver Road

Lancing

West Sussex

BN15 9AX

DIVERSITY & INCLUSION DATA CAPTURE - SURVEY QUESTIONS

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 survey form. All information detailed will be treated anonymously.

Which of the following best describes your ethnic origin?

Please select the one answer which best describes you

White

- White British (English, Welsh, Scottish, Northern Irish)
- White Irish
- White Gypsy or Irish Traveller
- Other White (please specify:)

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed / Multi-ethnic background (please specify:)

Asian or Asian British

- Indian
- British Indian
- Pakistani
- British Pakistani
- Bangladeshi
- British Bangladeshi
- Chinese
- British Chinese
- Other Asian/Chinese background (please specify:)

Black or Black British

- Caribbean
- British Caribbean
- African
- British African
- Other Black background (please specify:)

Arab

- British Arab (English, Welsh, Scottish, Irish)
- Other Arab background (please specify:)

Other Ethnic Group (please specify:)

Would rather not say

Which of the following best describes your religious belief?

Please select one answer

- No religion
- Buddhism
- Christianity
- Hinduism
- Islam
- Jehovah Witnesses

- Judaism
- Mormonism
- Sikhism
- Prefer not to say
- Other (please specify:)



What best describes your sexual orientation?

Please select one answer

- Gay/Lesbian
 - Heterosexual/Straight
 - Bi
 - Pan
 - Prefer not to say
 - Not known
-

What best describes your gender identity?

Please select the responses that best describes you

- | | |
|---------------------------------------|---|
| Female/Woman <input type="checkbox"/> | Prefer not to say <input type="checkbox"/> |
| Male/Man <input type="checkbox"/> | I use another term (please specify:) <input type="checkbox"/> |
| Non-Binary <input type="checkbox"/> | |
| Agender <input type="checkbox"/> | |
-

Do you have a trans history or does your gender differ from your sex assigned at birth?

Please select one answer

- Yes
- No
- Prefer not to say

Do you have any long-term health conditions, impairments or illnesses that have a substantial effect on your ability to do normal daily activities?

This could include, for example, physical, sensory, learning, social, behavioural or mental health conditions or impairments. Long-term means that they have lasted, or are expected to last, 12 months or more.

- Yes
- No
- Don't know
- Prefer not to say

How old are you?

Please select one answer

- 16-17
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+
- Prefer not to say

