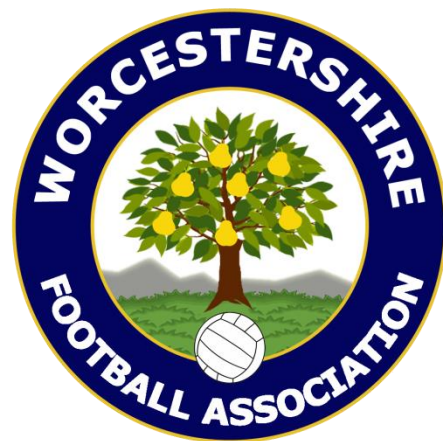


Worcestershire Football Association



Inclusion Advisory Group

Prospective Member Application Pack 2021

Worcestershire Football Association

Inclusion Advisory Group - Terms of Reference

Purpose

The purpose of the Worcestershire Football Association (WFA) Inclusion Advisory Group (IAG) is to increase awareness, understanding and knowledge of inclusion, equality, and diversity. The IAG supports and provides guidance to the Worcestershire FA in developing and delivering inclusive practices, thus creating a fun, safe and enjoyable environment for all communities within Worcestershire.

The IAG will discuss and identify issues and gaps regarding participation and engagement in football within Worcestershire: looking to find solutions, ask questions, share good practice, and educate & inform WFA staff. The IAG's main purpose is to advise WFA staff of any issues found and any possible solutions, with the aim to increase and improve opportunities and provision. It is not in the interest of the IAG to run and deliver their own events to increase participation and engagement. The IAG may, however, be invited to support WFA events.

Role

The role of the IAG is to:

1. Advance equality of opportunity amongst all our football communities.
2. Foster good relationships with and between all our football communities.
3. Better understand the wants and needs of minority groups and support the WFA in meeting these.
4. Eliminate discrimination, harassment and victimisation.
5. Increase diversity in footballs' talent pool.
6. Support the WFA to identify, influence and promote good practice around inclusion.

Means

In supporting the role as defined above, the Inclusion Advisory Group may:

1. Analyse data to provide intelligence and support recommendations to the WFA.
2. Provide support to WFA community projects and disciplinary procedures.
3. Act as ambassadors as appropriate for the WFA.
4. Bring a diverse perspective to the WFA to ensure that the voices of all are heard.
5. Identify Key equality issues and support the identification and delivery of solutions via the WFA.
6. Advocate the benefits of addressing equality and inclusion issues.
7. Identify key issues and trends that may promote the growth of the game through inclusion and diversity interventions.
8. Promote inclusion and diversity within all areas of football
9. Monitor and evaluate the WFA's Key Performance Indicators for inclusion and diversity

Membership

The IAG shall consist of

The IAG will look to be enhanced by engaging with key members of all communities. These key members can then attend IAG meetings on an Ad-Hoc basis, as and when the IAG are discussing their community. This will allow the IAG to better understand the wants and needs of that community, utilising a partner with expert knowledge within that area.

1. Role of the Chairperson

The IAG shall elect a Chairperson from its membership, or the position will be advertised with an application form. This position will need to be appointed by the WFA Council and it's Board members.

The Chairperson's role is to:

- To develop an agenda for each meeting alongside the Secretary.
- To lead the IAG and occasionally attend meetings on behalf of the WFA IAG.
- Lead and supervise IAG meetings so that matters can be carried out efficiently and effectively
- To ensure that the work of the IAG and any issues regarding inclusion are reported to the Board of Directors on a regular basis.
- Ensure that each member of the group has the opportunity to be heard.

The position of Chairperson will be elected on a yearly basis.

2. Role of the Secretary

A member of the group will be elected to act as Secretary.

The Secretary's role is to:

- Work with the Chair to create and send out an Agenda for each meeting
- Take minutes of each meeting and distribute them to all IAG members.
- Ensure that the meeting minutes of each meeting are distributed to all WFA members of staff.

3. Quorum

The Quorum necessary is four

Meetings

1. Frequency of Meetings

- The group will meet a minimum of 4 times per year. The Chairperson will liaise with the WFA Football Development Officer when setting dates for the meeting.
- IAG meetings can take place face to face, by telephone, via video call or by such means as the Chairperson determines.

2. Notice of Meetings

The Chairperson shall notify all IAG members and IAG partners of meetings via written notice. The minimum number of meetings (4) shall be scheduled each year. Any extra meetings will be called by the Chairperson via written notice.

3. Minutes of Meetings

- Minutes will be taken by the group Secretary. If the Secretary is unavailable, then another member will be nominated to stand in as Secretary.
- IAG minutes will be circulated to IAG members, WFA staff and WFA Council and Board members (subject to any confidential matters being discussed).
 - Minutes will be sent to IAG members first to confirm that all matters have been noted.

Review

The IAG shall review its Terms of Reference each year as an agenda item. The group will also review its Terms of Reference as and when requested by either the Board of Directors or the Council. The Terms of Reference must be agreed by the Board of Directors and signed off by the Council.

Role Profile/Person Specification

Essential Skills

- Recognise equality issues and identify possible solutions
- Demonstrate relevant knowledge of inclusion and diversity legislation
- Work across a broad spectrum of ethnic and cultural backgrounds
- Build effective relationships with members of staff and members of the football community
- Be a positive team member and help provide direction to the IAG and onward to WFA Council, Directors and professional staff
- Communicate effectively and confidently, both in written form and verbally
- Have a positive attitude towards the requirements of the role
- Handle confidential information sensitively
- Work positively as part of a team
- Act in a professional manner as a representative of the Worcestershire FA
- Work outside of normal working hours and attend meetings where required
- To be able to identify key equality issues and to support the identification and delivery of solutions

Desirable Skills

- Have a good understanding of grassroots football
- Bring a level of experience from the sports/football industry
- Recognise how to utilise and use appropriate and relevant social media
- Possess basic presentation skills
- Be competent in analysing data to assist in making informed decisions
- Have existing contacts within football and the wider community
- Have a positive and progressive attitude
- Have existing contacts within the business community
- Have a good knowledge of community groups
- Experience of working with diverse groups and individuals who have different ethnicity and cultural backgrounds

Guidance on how to apply

If you are interested in applying to be a member of Worcestershire Football Association Inclusion Advisory Group (WFA IAG), please complete the role profile and application form and return it by email or post, marked Private & Confidential, along with your current CV to:

FAO: Ben Langworthy
Worcestershire FA
County Sports Ground
Claines Lane
Worcester
Worcestershire
WR3 7SS

Or by email to: Ben.Langworthy@Worcestershirefa.com

Completion of the role profile form is optional however it provides an opportunity to track the breadth and depth of applications from different parts of the community.

The appointments are on a voluntary basis for a period of two years following which members can be re-appointed. Relevant travel expenses may be paid in line with the WFA expenses policy.

If you require more information about the role or need assistance with your application, please do not hesitate to get in touch contact: Ben Langworthy – 01905 827137 Ex.210
Conversations will be both informal and confidential.

A selection panel will meet following the above date to shortlist those who will be invited to attend interview.

About You

The information you give us will be kept confidentially and stored securely and will only be used to provide an overall picture of the Inclusion Advisory Group (IAG) and will be kept separate from any job applications. Choosing to complete or not complete this information will not affect your application to join the IAG.

Please choose one option for each of the questions listed below and then tick or place an X in the appropriate box. If you do not want to answer some of the questions, please tick the 'Prefer not to answer' box. Thank you.

Your Name:	
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1. **Are you:** Male ☐ Female ☐ Prefer not to say ☐

If you would prefer to use your own term please provide this here:

2. **Age:** 16-20 ☐ 21-30 ☐ 31-40 ☐ 41-50 ☐
51-60 ☐ 61+ ☐ Prefer not to say ☐

3. **Please indicate your marital/civil partnership status:**

	Prefer not to say <input type="checkbox"/>
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- 4a. **Do you consider yourself to have a disability?**

(The Equality Act 2010 considers a person to be disabled if they have “a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.”)

Yes ☐ No ☐ Prefer not to say ☐

4b. If Yes, please indicate the type of disability or illness you have. Please tick all those that apply. If none apply please mark 'Other' and give details.

Physical impairment such as difficulty using your arms or mobility issues	<input type="checkbox"/>
Sensory impairment such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment	<input type="checkbox"/>
Mental health condition such as depression or schizophrenia	<input type="checkbox"/>
Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	<input type="checkbox"/>
Learning disability/difficulty (such as Down's syndrome or dyslexia) or cognitive impairment (such as autistic spectrum disorder)	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

5. Do you have any caring responsibilities?

Yes ☐

No ☐

Prefer not to say ☐

If Yes, do you.....

Look after children ☐

Help someone ill or with a disability ☐

6. Please indicate which of these groups you consider you belong to:

A. White		B. Mixed / multiple ethnic groups	
English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Gypsy / Roma	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
Traveller	<input type="checkbox"/>	Any other Mixed / multiple ethnic background	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>		
C. Black / African / Caribbean / Black British		D. Asian / Asian British	
African	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Any other Black / African / Caribbean background	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
		Chinese	<input type="checkbox"/>
		Any other Asian background	<input type="checkbox"/>
E. Other ethnic group			
Arab	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

7. What is your religion?

No religion	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	<input type="checkbox"/>	Any other religion, (please state):	<input type="checkbox"/>
.....			
	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

8. Which of the following options best describes how you think of yourself?

Heterosexual	<input type="checkbox"/>	Other	<input type="checkbox"/>
Gay	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>		

Application Form

Section 1 – Personal Details

Full Name			
Address			
	Post Code		
Email Address			
Contact Tel (Home)			
Contact Tel (Mobile)			
Occupation			
Connection with Football (if any?)			
Driving Licence	Yes / No (delete as appropriate)		

Section 2 – Relevant Experience

Please outline all experience relevant to the role, include details of any voluntary and paid experience, and how you meet the requirements of the person and role specification.

(Please note the content of this section will be made available for IAG members to view on the Worcestershire FA Website – www.WorcestershireFA.com)

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Section 3 – Reasons for applying

Please outline why you would like to become part of the Worcestershire FA IAG.
(Please feel free to relate this to your career, hobbies, aspirations and philosophy).

Section 4 – Signed Declaration

I confirm that to the best of my knowledge and understanding that the information on this form is correct and accurate.

I understand that I am applying, as a volunteer and that there will not be any form of employment contract. I agree that Worcestershire FA may retain and use personal information about me for volunteering reasons. Such information will be subject to Data Protection legislation.

Signed:		Date:	
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Please send your completed role profile, application form and CV, marked Private & Confidential to:

FAO: Ben Langworthy

Worcestershire FA

County Sports Ground

Claines Lane

Worcester

Worcestershire

WR3 7SS

Or by e-mail to: Ben.Langworthy@Worcestershirefa.com

Thank-you for your interest and for taking the time to complete this application.