



## Cambridgeshire FA Director Application Pack

### Equality, Diversity, and Inclusion Committee Chair

#### Contents

1. The role
2. About Cambridgeshire Football Association
3. Being a board director
4. Role description
5. How to apply
6. Selection process

#### 1. The role

Cambridgeshire Football Association are inviting applications to chair our Equality, Diversity, and Inclusion Committee. This role has an automatic position on the board of directors and council. We are looking for individuals with skills and both professional and lived experience in equality, diversity and inclusion who have a passion for developing grassroots football in Cambridgeshire.

These are exciting times for Cambridgeshire FA. Having achieved the Preliminary Level of the Equality Standard for Sport in 2022 we are keen to continue improving equality, diversity and inclusion within both the organisation and grassroots football in Cambridgeshire. We have committed to meeting the Intermediate Level of the Equality Standard within our 2021-24 strategy and this role will be key to our vision to achieve this.

You will be responsible for leading and supporting an effective, constructive and cohesive Equality, Diversity and Inclusion Committee, and assisting the committee and County FA workforce to plan, lead and develop a strategic vision for inclusion in football within the county.

As a director of the organisation you will be expected to attend board, council, EDI committee and governance review meetings and to collaborate with board directors and other stakeholders in the strategic development of the organisation.

#### What can we offer?

- An exciting opportunity to be part of a forward-thinking progressing organisation.
- The opportunity to work with key stakeholders within grassroots and the professional game.
- Access and commitment to personal development and training opportunities.

## **2. About Cambridgeshire FA**

Cambridgeshire FA is the not-for-profit, governing body of football in Cambridgeshire. We grow participation, promote diversity and regulate the sport for everyone to enjoy.

Approximately 200 clubs, 6 leagues, 1000 teams, 350 referees, 2000 managers and coaches and thousands more volunteers enable over 20,000 players of all ages and abilities to play football in Cambridgeshire. Our role is to govern, develop and innovate the game in a manner that is inclusive and supportive of our predominantly volunteer workforce. Cambridgeshire FA is proud to support football for all.

## **3. Being a board director**

The board of directors of Cambridgeshire FA are required to direct the business affairs of the association and to determine the vision and strategy, plans, policies and financial investment required to achieve the association's aims.

Board meetings usually last around one to two hours and are held over Microsoft Teams.

For more information about our board and staff please visit our website:

<http://www.cambridgeshirefa.com/about/board-and-staff>

This is a voluntary role. Expenses are paid in line with the current CFA expenses policy.

#### 4. Role description

<b>Role title</b>	Independent Chair of Equality, Diversity and Inclusion Committee
<b>Reports to</b>	CFA Chair

<b>Role purpose</b>	
<ul style="list-style-type: none"> <li>○ To lead and support an effective, constructive and cohesive Equality, Diversity and Inclusion Committee.</li> <li>○ To assist the EDI committee members and all County FA staff to plan, lead and develop a strategic vision for inclusion in football within the County.</li> <li>○ To represent the EDI committee on Board, Council, and Governance Review Committee reporting on the delivery of inclusion.</li> </ul>	
<b>Direct reports</b>	N/A
<b>Remuneration</b>	<p>This is a voluntary role. County FA expenses will be paid in line with the current Expense Policy of Cambridgeshire FA.</p> <p>Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.</p>

<b>Location</b>	Cambridgeshire FA HQ/home-based
<b>Estimated time commitment to fulfil the role</b>	<p>The post requires a commitment to attend relevant meetings:</p> <ul style="list-style-type: none"> <li>3 to 4 EDI committee meetings per year.</li> <li>5 Board meetings per year.</li> <li>5 Council meetings per year.</li> <li>3 Governance Review Committee meetings per year.</li> </ul> <p>Meetings are normally held on a Monday or Thursday evenings over Microsoft Teams (or with the option to join via Teams if the meeting is face to face at Cambridgeshire FA) and normally last in the region of 1-2 hours.</p> <p>It is also expected the person will engage in regular correspondence with relevant staff members, EDI committee members, board members, and stakeholders as necessary.</p>

<b>Responsibilities</b>	
<b>EDI Committee Chair responsibilities:</b>	
<b>Governance</b>	
<ul style="list-style-type: none"> <li>• Represent the EDI committee on the County FA Board, Council and Governance Review Committee.</li> <li>• Attend any national or regional FA inclusion events (where possible and relevant).</li> <li>• Attend County FA Meetings as and when required and when reasonable.</li> </ul>	

**Agendas, Papers/packs and Presentations**

- Support the recruitment of a EDI committee that has the necessary lived and professional experience, and is reflective of the demographic of Cambridge to ensure an effective committee is formed.
- Ensure the performance of the EDI committee is measured and accountable where possible.
- Prepare the agenda for EDI committee meetings.
- Work closely with the County FA CEO and other key County FA staff to ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all County FA work and staff.
- Ensure that EDI committee action points are documented and actioned.

**Strategy & Vision**

- Support work around maintaining the current and/or progressing to the next level of the Equality Standard for Sport, including supporting the progress and delivery of the Equality Action Plan to sit alongside, compliment and be part of County FAs wider operations plan.
- Liaise with staff members and the EDI committee to ensure EDI work supports the attainment of FA and internal KPIs.
- To serve as a director of the company and to actively participate in its strategic management.
- To execute the responsibilities of a company director in accordance with the Companies Act (2006) and other relevant legislation.
- To safeguard the interests of the membership and stakeholders of the association.
- To establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.

**General director responsibilities:**

- To ensure the effective implementation of board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the association’s strategic aims and objectives.
- To set challenging objectives for continuously improved performance.
- To oversee the management of risk to the association, including matters of health and safety.
- To develop and maintain an effective corporate governance structure.
- To monitor the financial affairs of the association through reports provided by the finance director and to ensure the effective use of financial and other resources.
- To contribute to constructive debate on all board matters.
- An understanding of and commitment to inclusion and actively practice this in decision making.
- Knowledge of the CFA’s responsibilities for safeguarding and protecting children, young people and adults at risk in football.
- To fully participate in board induction, training or development and performance monitoring.
- To perform other responsibilities as assigned by the board.

<b>Person Specification</b>	
<b>Skills and knowledge</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>○ Have a working knowledge of the key legislation around inclusion and diversity</li> <li>○ Promote inclusion and diversity as part of</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>○ A degree of experience of the sports/football industry</li> <li>○ Have existing positive contacts within the</li> </ul>

<p>the EDI committee</p> <ul style="list-style-type: none"> <li>○ Identify key issues and trends that may help to promote the game through inclusion and diversity interventions</li> <li>○ Ability to meet and work outside of normal working hours</li> <li>○ Have existing contacts within local community groups</li> <li>○ Have knowledge of existing equality groups in the local area</li> <li>○ Be able to plan, drive and Chair meetings</li> <li>○ Ability to communicate effectively and confidently, both in written form and verbally</li> <li>○ Positive attitude to the requirements of the role</li> <li>○ Capacity to handle confidential information sensitively</li> <li>○ Ability to work in a professional manner as a representative of the Association.</li> </ul>	<p>sports/football industry and the wider community</p> <ul style="list-style-type: none"> <li>○ Ability to review and analyse data to assist in making informed decisions</li> <li>○ Ability to work strategically to engage under represented communities</li> <li>○ Experience of strategy planning/consultation</li> <li>○ Good presentation skills</li> <li>○ Successfully network with key staff and contacts within the Association and the areas in which the Association operates</li> </ul>
<b>Enhanced CRC Check Required?</b>	Yes
<b>Check Companies House Disqualified Directors Register?</b>	Yes
<b>Clean Full Driving Licence?</b>	No

<b>The role holder will be expected to understand and work in accordance with the values and behaviours described below.</b>	
<b>CFA Value</b>	<b>Behaviours</b>
Passion	Positive attitude, inspiring others, exuding excitement, body language.
Service	Communication, transparency, added value, owning up to mistakes, respect, listening, responsiveness.
Excellence	Attention to detail, high quality product/service, consistency, commitment, work ethic.
Collaboration	Fostering cohesion, encouraging innovation, setting expectations/goals, effective meetings, sharing ideas.
Professional	Consideration and respect for others, loyalty, honouring of commitments, punctuality, communication, avoidance of gossip.
Friendly	Manners, respect, active listening, body language, making connections.

## 5. How to apply

Please send the following in an email marked 'Private and Confidential' to Colin Hills at [colin.hills@cambridgeshirefa.com](mailto:colin.hills@cambridgeshirefa.com) by 25<sup>th</sup> April 2022:

- A one page covering letter explaining your interest in the role and outlining how you meet the requirements specified in the role profile. This should also include your vision for the committee and role.

We would also be grateful if you could complete the [equality and diversity monitoring](#) form. This is used to monitor our recruitment practices and ensure/improve equality of opportunity in our employment policies. It is not mandatory and does not form part of your application.

The CFA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

The CFA welcomes applications from all parts of the community from people who have the necessary skills and attributes to make a positive contribution to inclusive football. If required, alternative formats of the application pack will be provided on request.

## 6. Selection process

Shortlisting will be undertaken without any demographic information. Names and other demographic data will be redacted before being passed to the shortlisters.

Shortlisted applicants will be contacted by 6<sup>th</sup> May to arrange a mutually convenient interview time in mid/late May 2022.

If required, second interviews may be held to determine the most suitable candidate for the role.

Many thanks for your interest in this role. If you have any questions please contact Joanne Bull, Chief Executive and Company Secretary, on 01223 209035 or by email at [joanne.bull@cambridgeshirefa.com](mailto:joanne.bull@cambridgeshirefa.com)