



Huntingdonshire FA Association

**Independent Chair of
Inclusion Advisory Group
In Huntingdonshire**



Huntingdonshire FA Independent Chair of Inclusion Advisory Group

Dear Applicant,

In 2014/15 season Huntingdonshire FA introduced an Inclusion Advisory Group. The Inclusion Advisory Group followed The FA Board's approval of English Football's Inclusion and Anti-Discrimination Action Plan 2013-17. This was an important point in time as all members of the game including The FA, The Premier League, English Football League and the Professional Footballers Association, League Managers Association and the Professional Game Match Officials Limited), had come together to develop a comprehensive plan to promote inclusion and tackle discrimination in all its forms.

Huntingdonshire FA developed an Inclusion Advisory Group (IAG) to provide advice and guidance on all equality matters and to provide strategic oversight of the delivery of an inclusion plan locally here in Huntingdonshire. Our IAG consists of passionate individuals from a variety of backgrounds, experiences and perspectives to help guide and drive us locally.

Our existing members are:

- Mike Hair – Vice Chair of Huntingdonshire FA
- Andy Coles – Senior Football Development Officer – Huntingdonshire FA
- Abbasali Damani
- Kuljit Senth
- Raphael Frascogna
- Karen Vanterpool Daber

We are currently looking to recruit an Independent Chair who will lead the steering group to support our organisation in delivering the Hunts FA Equality Action Plan. The successful person will have significant knowledge and experience of operating at a strategic level in either the Public or Private Sector and equally bring a breadth and depth of knowledge or experience in equality matters.

You will need to be able to think strategically and have the capacity to guide the implementation of local inclusion provisions. You will need to be an advocate of the role of football within inclusion and anti-discrimination with a proven ability to work collaboratively and challenge constructively. An interest in football at grassroots level is welcomed but not essential.

It's an exciting, but challenging opportunity with the incentive of being part of a team that is highly regarded by The FA within The FA network.

The pack includes the following:

1. The role advertisement
2. The IAG's Terms of Reference
3. The role profile
4. How to apply – The application form
5. Huntingdonshire FA Equality and Diversity Form

The pack provides all the necessary information that you require to submit an application. Should you have any questions about the role or require clarity on the recruitment pack you can contact Dean Watson via dean.watson@huntsfa.com or 01480 447483.



Huntingdonshire FA

Independent Chair of Inclusion Advisory Group

Voluntary / Expenses

We are looking for a dynamic, self-motivated individual with a 'can do' attitude who wants to make a positive contribution to grassroots in Huntingdonshire and champion Inclusion.

The role will ensure the Inclusion Advisory Group Members and Huntingdonshire FA (HFA) deliver effectively and cohesively ensuring inclusion within football in Huntingdonshire is at the heart of everything we do.

The Inclusion Advisory Group (IAG) will...

...be responsible for ensuring Grassroots Football reflects the demographics of Football in Huntingdonshire so that we are representative of the football family and in a better position to truly champion our beliefs of football for all. The priority focus of the IAG will be to enforce positive change and to robustly challenge the quality of the decision making at Board level within HFA resulting in better outcomes in respect of inclusion and anti-discrimination and to ensure that HFA embrace the concept of positive actions in respect of equality, diversity and inclusion. The IAG will undertake specific delegated functions in relation to inclusion, governance and equality matters plus other identified football priorities within Huntingdonshire.

The successful applicant must also be able to demonstrate excellent communication and influencing skills.

What can we offer?

- An exciting opportunity to be part of a forward thinking, progressive business.
- To work with key stakeholders within the grassroots and game.
- A commitment to empowered and supportive personal development.

How to apply:

Applications will be accepted upon the completion of the application form contained in this recruitment pack. It is essential that applicants clearly demonstrate their ability to meet the requirements of the role, explaining how their experience and technical skills will assist them.

Recruitment for the voluntary role will be based on both the technical ability to fulfil the role and also the following key behavioural competencies:

- Collaborative Teamwork
- Creating Solutions
- Customer Excellence & Quality
- Influential Communication
- Inspiring Others To Succeed

The interview process:

Those shortlisted will be required to present their vision for coaching in Huntingdonshire and how their skills and attributes will see us succeed. The interviews will take place week commencing April 2nd 2018.

The closing date for applications is 12 noon on Monday March 26th 2018.

Criminal Records Check - As this role may involve direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check, to ensure their suitability for the role.

Huntingdonshire FA is committed to equality of opportunity and welcomes applications from all sections of the community. Huntingdonshire FA's Equality Statement is available on request.





Huntingdonshire FA Inclusion Advisory Group

Terms of Reference

Our Aims, Aspirations and Responsibilities

The Inclusion Advisory Group (IAG) will...

...be responsible for ensuring Grassroots Football reflects the demographics of Football in Huntingdonshire so that we are representative of the football family and in a better position to truly champion our beliefs of football for all. The priority focus of the IAG will be to enforce positive change and to robustly challenge the quality of the decision making at Board level within HFA resulting in better outcomes in respect of inclusion and anti-discrimination and to ensure that HFA embrace the concept of positive actions in respect of equality, diversity and inclusion. The IAG will undertake specific delegated functions in relation to inclusion, governance and equality matters plus other identified football priorities within Huntingdonshire.

Membership & Responsibilities

An Inclusion Advisory Group will...

- Appoint an Independent Chair.
- Elect a Vice-Chair from amongst its own membership.
- Have an IAG member who sits on the HFA Council as an Independent Member.
- Have a membership that will be reviewed every two seasons.
- Have a minimum of 4 Members (This excludes the CDM AND/OR SFDO).
- Have a Board Member appointed by the Huntingdonshire FA.
- Be quorate if at least 2 members are present (a quorum will include members that are available remotely via conference call/WebEx).
- Play an active role in ensuring that Huntingdonshire FA diversity targets for coaching and refereeing are achieved.

An Inclusion Advisory Group Member will....

- Attend Inclusion Advisory Group meetings as and when required.
- Act as an advocate for Huntingdonshire FA, promoting a culture of respect for inclusion and championing inclusion and anti-discrimination across football.
- Will be a critical friend and offer independent advice and guidance generally on all matters of equality and specifically in one or more of the following protected characteristics: age; race; gender; disability; mental health; faith; sexual orientation and gender.
- Offer support and help to other IAG members and FA staff to ensure they can do their work

Huntingdonshire FA will.....

- Acknowledge and act on the recommendations made by the IAG
- Make available any relevant documentation in respect of HFA's delivery of its inclusion and anti-discrimination plan
- Provide email and social media (twitter) specifically for the IAG
- Work closely with the IAG to ensure that the chosen areas for improvement are prioritised within the HFA inclusion and anti-discrimination plan.
- Offer support and help to IAG members to ensure they can do their work.



Huntingdonshire FA

Independent Chair of Inclusion Advisory Group

Role Title:	Independent Chair of Inclusion Advisory Group		
1. Role Purpose			
<ul style="list-style-type: none"> • To deliver an effective, constructive and cohesive Huntingdonshire FA Inclusion Action Plan • To report effectively on the delivery of Inclusion to our Huntingdonshire FA Council • To assist the IAG Members and the Huntingdonshire FA Senior Football Development Officer to effectively plan, lead and develop a strategic vision for inclusion in football within Huntingdonshire. 			
2. Principal Accountabilities/Responsibilities			
<u>Governance</u>			
<ul style="list-style-type: none"> • To represent the IAG on the Huntingdonshire FA Council. 			
<u>RDT Agendas, Papers/Packs and Presentations</u>			
<ul style="list-style-type: none"> • To support the recruitment and and inspire the very best and talented IAG team possible. • To develop clear roles for the IAG members and ensure the performance of the IAG is measured and accountable. • To prepare the Agenda for IAG Meetings • To work closely with the Senior Football Development Officer to ensure resources are effectively prioritised for inclusion success. • To ensure that IAG action points are documented and actioned. 			
<u>Strategy & Vision</u>			
<ul style="list-style-type: none"> • To ensure the Inclusion Action Plan for Huntingdonshire is effective and importantly, being delivered. • To attend FA Meetings as and when required. 			
3. Knowledge/Experience/Technical Skills/Behaviours			
a) Knowledge/Experience/Technical Skills			
Essential	Desirable		
<ul style="list-style-type: none"> • Have credible knowledge and experience in Inclusion and Equality. • Be able to demonstrate the ability to plan, drive and deliver / chair Meetings. • An excellent knowledge of The FA Inclusion and Anti-Discrimination Action Plan. • A high level of understanding of Huntingdonshire FA's Vision & Purpose. • Experience of implementing policies, protocols and guidance. • Excellent IT skills and ability to interact remotely via WebEx/Skype. 	<ul style="list-style-type: none"> • Knowledge and experience of working with Huntingdonshire FA Member Clubs and Leagues. • Knowledge of League and Club Structures • Understanding of Regulations and Sanctions • Knowledge of other Partnerships and Stakeholder engagement. • Knowledge of non-traditional organisations that support volunteers in the grassroots game. • Knowledge of interactive technologies that support the grassroots game. Participant, and EMS (Education Management System), Full 		

<ul style="list-style-type: none"> • Excellent communications and presentation skills. • Excellent interpersonal, communication and team working skills. • Excellent time management skills with the ability to meet/exceed deadlines. • Ability to work independently and deal with and manage conflict. • High level of administration and organisational skills with the ability to co-ordinate delivery • Diplomacy and the ability to deal with confidential information. • Knowledge and understanding of Sports equity and equality • A Full clean driving licence. 	<p>Time and FA Member Services and Whole Game.</p> <ul style="list-style-type: none"> • Negotiating skills.
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b) Behaviours	
<ul style="list-style-type: none"> • Creating Solutions • Influential Communication • Collaborative Teamwork 	<ul style="list-style-type: none"> • Inspiring Others to Succeed. • Customer Excellence and Quality

Further Information	
Completed by Name/Role	
Signature	
Date	January 2018



Huntingdonshire FA Completing and returning the Application Form

Please complete the application form and return to Dean Watson at Huntingdonshire FA on or before **12 noon on Monday March 26th 2018**. The form can be either sent by post or by email to dean.watson@huntsfa.com Postal applications are to be addressed; Strictly Private and Confidential, For the attention of Dean Watson, Huntingdonshire FA, Ambury House, Sovereign Court, Lancaster Way, Ermine Business Park, Huntingdon, PE29 6XU.

The decision to invite you to attend for interview will be based on the information you provide on this form. Huntingdonshire 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 Date of birth

Address

Post Code Email Address

When is the most convenient 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 (CRC)*

If you do not hold an FA CRC, it will be a requirement for this to be completed before appointment.

Employment, Education, and Training

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

Dates	Institution/Employer	Course or Qualification / Role/Job Title	Level

Please insert additional rows in the table above if required.

Employment and or 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.

Dates	Employers name/nature of business	Job title	Key Responsibilities

Please insert additional rows in the table above if required.

How do I meet the requirements of the Role as Independent Chair of Inclusion Advisory Group?

Please outline the skills and experience that you have that are appropriate to demonstrate your suitability for the advertised role and how you would meet the knowledge, experience and technical skills required. Please do 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 understand the role advertisement and the role description provided.

Additional Information

Huntingdonshire FA is aware of its obligations, under the Disability Discrimination Act 1995, now formally the Equality Act 2010, to carry out reasonable adjustments where needed for job applicants who have a disability. Please detail any adjustments you will require to be made, if you are invited to attend for interview.

Have you ever been convicted of a criminal offence (apart from spent convictions under the Rehabilitation of Offenders Act 1974)?

Are there any outstanding charges against you?

If the answer to either or both of these questions is yes, please give the date, nature of the offence and the fine or sentence (if convicted).

References

I agree that any offer of a role with Huntingdonshire FA is subject to satisfactory references. Please provide the name and addresses of two referees. If your choice of referees does not include your most recent/present employer we do reserve the right to request a reference from your last employer in place of, or in addition to the two provided below. Personal references should be given only when there is no previous employer or educational establishment to which reference can be made.

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Relationship to you		

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.

***If returning this application form by email, please ensure your signature is scanned and inserted in the signature box below.**

*Signature:

Date:

Please complete and return your application form before 12 noon on Monday March 26th 2018.

Either email your application and equality and diversity form to Dean.watson@huntsfa.com

Or post and address as follows:

Strictly Private and Confidential

Dean Watson,

Huntingdonshire FA, Ambury House, Sovereign Court, Lancaster Way

Ermine Business Park, Huntingdon, PE29 3XU



The Equality Standard
A Framework for Sport

FOUNDATION



Huntingdonshire FA's & The FA's Equality & Diversity Monitoring Form

Huntingdonshire 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 (Please tick)	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
Do you identify yourself as Transgender?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes;	MTF	<input type="checkbox"/>	FTM	<input type="checkbox"/>

Reason you prefer not to say _____

Age (Please tick)

16-24	<input type="checkbox"/>	25-34	<input type="checkbox"/>	35-44	<input type="checkbox"/>
45-54	<input type="checkbox"/>	55-64	<input type="checkbox"/>	65 +	<input type="checkbox"/>

Ethnicity How would you describe your ethnicity? (Please tick)

<p>Asian</p> <p>Asian British <input type="checkbox"/></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Chinese <input type="checkbox"/></p>	<p>Black</p> <p>Black British <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Caribbean <input type="checkbox"/></p>
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Other (Please state) _____

<p>White</p> <p>White British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Gypsy <input type="checkbox"/></p> <p>Traveller <input type="checkbox"/></p>	<p>Mixed</p> <p>White & Black Caribbean <input type="checkbox"/></p> <p>White & Black African <input type="checkbox"/></p> <p>White & Asian <input type="checkbox"/></p>
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Any other mixed/multiple ethnic background _____

Any other white background _____

Arab Roma Other _____

Reason you prefer not to say _____

Disability (Please tick)

Do you consider yourself to be a disabled person?

Yes

No

Not sure

If yes, would you describe your impairment as (tick all that apply):

Sensory impairment Mental Health

Physical impairment Learning Impairment

Reason you prefer not to say _____

Sexual Orientation: How do you describe your sexual orientation? (Please tick)

Asexual Bisexual Gay

Heterosexual Lesbian

Reason you prefer not to say _____

Religion or Belief: How would you describe your religion or belief? (Please tick all relevant boxes)

Buddhist Christian Hindu Humanist

Jewish Muslim Sikh No Religion

Agnostic/Undecided Hindu

Reason you prefer not to say _____

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