



**Job Title:** Equality & Diversity Officer

**Job Areas:** Equality, Diversity & Inclusion

**Job Purpose:**

- Support the delivery of The FA National Game Strategy in partnership with key stakeholders and enhance the Kent FA's major priorities.
- To guarantee that safeguarding is embedded throughout the Kent FA in accordance with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes.
- To ensure Kent FA is reflective and representative of the county demographics.
- Lead the Kent FA Equality Advisory Group.

**Job Goals:**

- Support 153 new BAME coaches to achieve the FA Level 1 in coaching football by 2021
- Support 41 new BAME coaches to achieve the FA Level 2 in Coaching Football by 2021
- Support 12 new BAME coaches to achieve the UEFA B Licence in Coaching Football by 2021.
- Support the Referee Development Officer to achieve 144 new BAME Registered Referees by 2021.
- Support the player pathway to encourage greater participation from BAME communities.
- Achieve the Intermediate Level of the Equality Standard in Sport.
- 6 female Council members by 2021.
- 5 BAME Council members by 2021.

**Job Responsibilities:**

- Represent the Kent FA with internal and external stakeholders, campaigners and networking groups, positively engaging and informing on our diversity and inclusion strategy, targets and activities.

- Work with Kent FA staff across each department to support in the delivery of diversity and inclusion targets.
- Work with the Kent FA Equality Advisory Group to consult on plans and engage to provide advocates for the Kent FA's diversity and inclusion activities.
- Lead the creation of the annual external report on the progress of the Kent FA diversity and inclusion programme and its published targets.
- Regularly update the Chief Executive on plans and progress against our 2021 targets.
- Identify appropriate external network groups and develop the Kent FA employer brand through proactive engagement and membership; building the brand as a serious option for diverse candidates.
- Develop activities and campaigns which will support the achievement of our diversity and inclusion targets.
- Provide expertise and guidance on all diversity and inclusion matters.

**Line Manager:** Football Development Manager

### **Job Skills & Abilities**

- Passionate and committed to the development of football at a local level.
- Able to work under pressure, handle multiple priorities and meet deadlines.
- Exceptional customer service, work as part of a team with excellent planning, communication and presentation skills.
- Experience of community development within minority communities.