



LondonFA

London Football Association Inclusion Advisory Group Chair Recruitment pack

Dear Applicant,

In December 2012, The FA Board approved English Football's Inclusion and Anti-Discrimination Action Plan 2013-17. This was an important moment as it was the first time that all parts of the game (The FA, Premier League, Football League, Professional Footballers Association, League Managers Association, Professional Game Match Officials Limited and the Referees Association) had come together with a comprehensive plan to promote inclusion and tackle discrimination in all its forms.

Fast forward six years and The FA announced a new three-year equality, diversity and inclusion plan called 'In Pursuit of Progress' in August 2018, as part of our commitment to ensure the diversity of those leading and governing football better reflects what we see on the pitch in the modern game today. This work has continued with the FA announcing the Football Leadership Diversity Code in 2020.

London FA launched an Inclusion Advisory Group (IAG) in 2018 to provide advice and guidance on all equality matters to the London FA and to provide strategic oversight of the delivery of its operational plans to ensure the work that we do is truly inclusive and for all. We have recently significantly reformed our governance to ensure that our members represent the wonderfully diverse footballing community across the capital city. Inclusion and diversity is at the heart of our [new strategy](#) and we are on a mission to create better footballing experiences for all in London. You can read all about our inclusion and diversity work [here](#).

We are currently looking to recruit a Chair who will lead the IAG to support our organisation. This is voluntary role and the successful person will need to have knowledge and experience of operating at a strategic level 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.

This is an exciting opportunity to shape access to football for all in London and to positively impact the landscape of grassroots football at every level.

This recruitment pack includes:

1. The role advertisement
2. A potential IAG Terms of Reference
3. The role profile
4. How to apply

The pack provides all the necessary information that you should need to apply. Should you have any questions about the role, you can contact the CEO Paul Bickerton via email - Paul.Bickerton@londonfa.com

Inclusion Advisory Group Independent Chair Application

Voluntary

We are looking for a dynamic, self-motivated, and proactive individual who wants to make a positive contribution to the governance of grassroots football in London.

The Chair will use their experience to lead and steer the group to promote Inclusion and Diversity throughout the organisation, ensure the group is focused and provide advice and guidance in relation to the challenges that we face in local football.

The Inclusion Advisory Group will report directly to the Board on all issues relating to Inclusion, Equality and Diversity.

There will be a minimum of four IAG meetings each season (although this could change according to need) as well as communication between meetings to support the County in delivering the National Game Strategy and its contract with The FA. There may also be a requirement to attend some Board and Council meetings.

The Inclusion Advisory Group (IAG) will embed inclusion into the London FA, through support and advice on all issues of diversity and equality within the strategic and operational workings of London FA.

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 be empowered and supportive personal development.

How to apply:

Applications will be accepted upon the submission of a cover letter and CV. Your cover letter and CV should clearly demonstrate your ability to meet the requirements of the role, explaining how your experience and technical skills will assist you.

The interview process:

The date for applications to close will be at 5pm on 2nd July 2021

Applications will be shortlisted, and we will invite successful candidates for a short virtual interview via Microsoft Teams.

A formal induction process will take place once we have appointed an IAG Chair.

This process will be adapted for anyone who has a disability or any other accessibility requirement

Inclusion Advisory Group Terms of Reference

Purpose

The Inclusion Advisory Group will embed inclusion into London FA, through support and advice on all issues of diversity and inclusion within the strategic and operational workings of the organisation.

Membership

IAG members are selected by the London FA Board, and are made up of Council, Board and Independent Members. Members should where possible represent the diversity of London and but as, if not more, important is diversity of experience, knowledge and thought. All members will be volunteers.

Three existing London FA Board Directors are represented on the London FA Board and the IAG will report directly to the Board via those Directors and when required, the IAG Chair.

Role

The role of the Inclusion Advisory Group is to:

1. Provide support and advice on the County Plan and the likely impact it may have on under-represented communities within London FA, e.g. diverse ethnic communities, women and girls, people with impairments, LGBT and faith communities and people of all ages.
2. Advise on specific interventions to increase participation by the whole community to address gaps in provision and grow the game.
3. Foster good relationships with the local community, so that football can be used to create positive sporting opportunities, bringing diverse people together and increase participation for all.
4. Monitor and review the impact of the London FA's work in relation to equality through the County Plans and working towards achieving the next level of the Equality Standard.

Means

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

1. Analyse data to provide intelligence and support recommendations for London FA.
2. Consult on and support the county planning process, including the setting of business objectives and targets which ensure that the needs of all communities are considered, catered for and met where possible. This will include being responsible for the development and implementation of a revised Inclusion Action Plan for London FA.
3. Provide support to London FA's community engagement, consultation, development programme and disciplinary procedures.
4. Act as Ambassadors as appropriate for London FA.
5. Bring a diverse and inclusive perspective, mindset and culture to London FA.
6. Identify key equality issues and support the identification and delivery of solutions.
7. Advocate the benefits of addressing equality issues.
8. Assess and advise on equality impacts arising out of Herefordshire plans.
9. Coordinate consultation sessions with the wider community in relation to annual county plans and general football inclusion issues.
10. Identify key issues and trends that may promote the growth of the game through inclusion and diversity interventions.
11. Promote inclusion and diversity in football.
12. Devise, monitor and evaluate relevant London FA Key Performance Indicators for inclusion and diversity.
13. Meet four times a year (as a minimum) in an appropriate format for the members of the group.

These Terms of Reference will be reviewed on an annual basis.

Chair of Inclusion Advisory Group – Role Profile

Role Title:	Chair of Inclusion Advisory Group
Role Purpose	
<ul style="list-style-type: none">• To lead and support an effective, constructive and cohesive Inclusion Advisory Group• To assist the IAG Members and all County FA staff to plan, lead and develop a strategic vision for inclusion in football within London FA• To report and feedback effectively on the delivery of Inclusion to County FA Council and Board	
Principal Accountabilities/Responsibilities	
Governance <ul style="list-style-type: none">• To attend any national or regional FA inclusion events (where possible and relevant)• To attend London FA Meetings as and when required and when reasonable	
Agendas, Papers/packs and Presentations <ul style="list-style-type: none">• To support the recruitment of and inspire the very best and talented IAG team possible• To ensure the performance of the IAG is measured and accountable where possible• To prepare the Agenda for IAG meetings• To work closely with the London FA CEO, Disability & Inclusion Officer and all County FA staff where relevant to ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all London FA work and staff• To ensure that IAG action points are documented and actioned.	
Strategy & Vision <ul style="list-style-type: none">• To support work around maintaining the current and/or progressing to the next level of the Equality Standard for Sport, including the creation of a robust Equality Action Plan to sit alongside, compliment and be part of Herefordshire FAs wider operations plan.• To liaise with staff members and the IAG Working Group to ensure IAG work supports the attainment of FA and Internal KPIs	

Knowledge/Experience/Technical Skills

Essential

- Have a working knowledge of the key legislation around inclusion and diversity
- Promote inclusion and diversity as part of a group
- Identify key issues and trends that may help to promote the game through inclusion and diversity interventions
- Ability to meet and work outside of normal working hours
- Successfully network with key staff and contacts within London FA and the areas in which London FA operates
- Be able to plan, drive and Chair meetings
- Ability to communicate effectively and confidently, both in written form and verbally
- Positive attitude to the requirements of the role
- Capacity to handle confidential information sensitively
- Work as part of a team
- Ability to work in a professional manner as a representative of London FA

Desirable

- A degree of experience of the sports/football industry
- Have existing positive contacts within the sports/football industry and the wider community
- Have existing contacts within local community groups
- Have knowledge of existing equality groups in the local area
- Ability to review and analyse data to assist in making informed decisions
- Ability to work strategically to engage underrepresented communities
- Experience of strategy planning/consultation
- Good presentation skills

Next Steps

To apply for this position, please send a cover letter and CV directly to the London FA CEO Paul Bickerton, on Paul.Bickerton@londonfa.com, or post them to London FA, Hurlingham Business Park, Sullivan Road, Fulham, London SW6 3DU

The closing date for applications is Friday 2nd July 2021, at 5pm.

A short virtual Interview via Microsoft Teams will be arranged with you if you are successfully shortlisted for this position.