



**MIDDLESEX FA
CUP WINNERS**

RECRUITMENT PACK

Inclusion Advisory Board Chair





Who we are

Our role is to develop and support the grassroots game in the geographical County of Middlesex. We are a charitable organisation providing everyone with the opportunity to participate in the game in Middlesex. Our Boroughs are the most densely populated and diverse in the country and we are committed to connecting and collaborating with everyone who would like to be involved.

Our primary focus when anyone chooses to participate in the game is to make sure safeguards are in place to ensure they have fun in a safe environment, creating pathways for them to stay in the nation's favourite game for as long as they wish. At Middlesex FA our staff and volunteers work tirelessly to share their passion for football. At our facility, Rectory Park, we are proud to have expanded our reach, working with our partners to deliver on and off the pitch.

Our Mission

Rebuild, modernise and grow the game for all.

Our Values

We are Committed – We are committed to doing the right thing. Governing the game in a way that's fair to all and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity

We are Creative – Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past.

We are Collaborative – We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal.

We are Connected - We are connected to the community we serve implementing a customer focused approach that puts the participant at the heart of what we do.

Our Purpose

To achieve our mission we have four simple values that staff, Council and Committee members here at the Association live and breathe – to be committed, to be creative, to be collaborative and to be connected. With these values, we'll continue to move football forwards, creating an environment where regardless of age, ability, faith, gender, sexuality or background, people in Middlesex are able to enjoy the beautiful game.

For further information on Middlesex FA please visit our website and please review our Annual Report and our three year strategy 'Leading from the front'

Season Review link <https://www.middlesexfa.com/news/2023/jun/15/season-review>

Strategy link <https://www.middlesexfa.com/news/2021/sep/30/middlesex-fa-launch-strategy>

ROLE DESCRIPTION

INCLUSION ADVISORY BOARD CHAIR

Commitment:

The successful candidate will be required to Chair a minimum of 4 Inclusion Advisory Board (IAB) meetings throughout the season.

The Chair of the Inclusion Advisory Board is also appointed to the Middlesex FA Board in an ex-officio capacity. Therefore, in addition to complying with the requirements of being a Director of Middlesex FA, the successful candidate will be required to attend monthly meetings of the Middlesex FA Board.

The successful candidate will also be required to attend various stakeholder meetings, including with the Football Association.

What is the role?

We are looking for a new voluntary Chair to build on Middlesex FA's existing IAB foundations. The Chair will continue to lead the transformation of how Middlesex FA engage with local diverse communities, ensuring everyone has opportunity to get involved in grassroots football across Middlesex.

What will you do?

- You will lead and inspire a talented Inclusion Advisory Board
- You will be involved with the recruitment and skills gap analysis of Inclusion Advisory Board Members
- You will work alongside staff to help Middlesex FA understand the needs of the local population in grassroots football across Middlesex
- You will help Middlesex FA create, shape and deliver our Equality, Diversity and Inclusion strategy
- You will check and challenge Middlesex FA staff and Board around EDI
- You will report EDI topics from IAB to Middlesex FA Board ensuring Board understand the current EDI landscape of Middlesex FA

Application Deadline: **Sunday 3rd December 2023**

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specifications by clicking [HERE](#).

If you need any more information or have any questions about this role please contact kauleigh.saunders@middlesexfa.com or via phone 07506 282963



APPLICATION PROCESS

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specifications by clicking [HERE](#).

Please make sure to review the recruitment pack in full before completing your application. If for any reason you are unable to access or complete the application, please contact management@middlesexfa.com who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for this role. The interview will be arranged at your convenience, Middlesex FA will happily work around your current commitments and responsibilities.

Middlesex FA is committed to equality, diversity and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

KEY DATES

APPLICATION CLOSING DATE: Sunday 3rd December 2023

INTERVIEWS: Monday 11th December 2023



INDIVIDUAL ROLE PROFILE

INCLUSION ADVISORY BOARD CHAIR

Role Title: Inclusion Advisory Board Chair

Reports to: Middlesex FA Board

Direct Reports: Members of the Inclusion Advisory Board

Role Purpose: To lead and support the work of Middlesex FA inclusion Advisory Board to ensure more diverse people can access grassroots football across Middlesex.

To work with Middlesex FA Board, staff and fellow IAB members to check and challenge Middlesex FA on EDI issues relevant to the current climate within grassroots football in Middlesex.

To help shape and deliver Middlesex FA's EDI strategy.

Salary Band: Voluntary (Business expenses included)

Time Commitment: Chair minimum of 4 Inclusion Advisory Board (IAB) meetings throughout the football season. Actively contribute to monthly Middlesex FA Board meetings throughout the football season.

Location: Remote and face-to-face meetings take place with attendance required at the Middlesex FA office

RESPONSIBILITIES

- Represent the Inclusion Advisory Board on the Middlesex FA Board as an ex-officio Director.
- Chair the Inclusion Advisory Board, meeting a minimum of 4 times throughout the football season.
- Challenge and support the organisation in terms of our commitment to Equality, Diversity and Inclusion.
- Support Football Development Officer (Inclusion) with reviewing and updating Middlesex FA EDI policies and procedures.
- Support staff in delivering the EDI objectives, ensuring they are embedded across the organisation.
- Check and challenge the Equality, Diversity and Inclusion Action Plan for the organisation.
- Support events designed to introduce football to underrepresented communities.
- Suggest new pathways into participation working with the Middlesex community.
- Promote and highlight good practice from Governing Bodies and other sports.
- Collaborate with other groups of Middlesex FA to help embed EDI across the organisation.
- Act according to Safeguarding 365 to ensure safeguarding is at the heart of what we do.
- Support the creation of inclusive communications designed to reach diverse communities more effectively.
- Complete EDI specific training when and where appropriate.
- Support delivery of education and training for Middlesex FA Board, Staff, Clubs, Officials and Volunteers.
- Suggest new opportunities for EDI training and education.

PERSON SPECIFICATION

Essential (required to fulfil the role)

- Understanding of equality, diversity and inclusion
- Good communication skills, both written and verbal
- Experience of working within the volunteer group
- Confident in Chairing meetings to drive progress
- Be able to delegate responsibilities to fellow volunteers and manage outcomes
- Availability outside of normal working hours and ability to attend meetings at the Middlesex FA Headquarters at Rectory Park in Northolt when required
- Positive attitude towards the role
- Ability to use Microsoft word processors, email and virtual meeting software (Teams, Zoom, etc...)

Desirable (beneficial, but can be learned in role)

- Experience in reviewing policies and procedures
- Strategic understanding of how to engage underrepresented communities within grassroots football
- An understanding of the structure and organisations within football (The FA, Middlesex FA, partners)
- Prior experience of working in/with inclusion or equality groups

Middlesex FA

