



# ABOUT SURREY FA



Founded in 1890, Surrey FA has a rich history with the beautiful game. Today, Surrey FA is one of the leading County FA's in the country and is a not-for-profit organisation with charitable status. This is an exciting time for us as we continue to transform our services and set about developing our new long-term strategy to 2030.

Surrey FA supports over 3,000 teams and 60,000 players, over 1,000 referees, and 5,000 coaches. We have a network of County Members providing expertise and diversity of voice to our Working Groups, a diverse and committed Board of Trustees, and 28 staff working across 15 Local Authorities. Surrey FA was also the first CFA to achieve Intermediate Equality Standard.

## WHAT IS IT LIKE TO WORK FOR US?

While a passion for football is a plus, it's not mandatory – what we value most is your enthusiasm to learn and grow. We are proud of our positive culture, staff well-being, and team working. The person is as important to us as the skills you can bring.

We value the benefits of partnership working to deliver better outcomes. And we are all passionate and committed to grassroots football and changing lives across our community.

We offer flexible working hours, a benefits programme designed by our staff and you'll be based in our at Meadowbank Football Ground, overlooking the Surrey Hills in Dorking, Surrey.

## SURREY FA VALUES

Collaboration, Ambitious, Respectful, Excellence

[www.surreyfa.com](http://www.surreyfa.com)



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# JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Equality, Diversity & Inclusion Manager
REPORTS TO	Head of Football Development
JOB PURPOSE(S)	
<ul style="list-style-type: none"><li>● To provide strategic direction, develop, and embed EDI strategy and co-ordinate all EDI initiatives across the protected characteristics and communities of Surrey.</li><li>● To support the delivery of The FA National Game Strategy and the Surrey FA Business Strategy.</li><li>● To strategically lead disability football provision across the Surrey FA and the local area and be responsible for any KPIs around this area.</li><li>● To Line Manager Surrey FA a new role (TBC) and be responsible for any KPIs falling in their remit.</li><li>● To provide strategic support and guidance across the organisation to develop our ED&amp;I focus and accountabilities.</li><li>● Explore and develop new partnerships and funding to ensure sustainability and deliver new and innovative projects and then lead and have oversight of these projects or the individuals who will have day-to-day delivery responsibilities.</li><li>● To support &amp; and influence the growth and retention of underrepresented groups including; Disability, Women &amp; Girls' and Diverse Communities.</li><li>● To strategically lead the Surrey FA Inclusion Advisory Group (IAG) to deliver the strategic and operational requirements of Equality, Diversity, and Inclusivity across the company to deliver prioritised and continual improvement for all minority groups.</li><li>● Work towards achieving the Advanced Level of the Equality Standard.</li><li>● To work with the Board, Executive Team, and stakeholder groups to embed our values and promote a culture that celebrates and embraces difference.</li></ul>	
LOCATION	Surrey FA HQ, Meadowbank, Dorking – with an option for remote working.
WORKING HOURS	35 hours per week plus evenings & and weekends as required by business needs.
CONTRACT TYPE	Permanent



## RESPONSIBILITIES – THIS IS NOT AN EXHAUSTIVE LIST

### EDI

- Devise, implement, revise, and evaluate organisation-wide policies, processes and plans to support ED&I and increase ownership and understanding of ED&I, promoting a culture where it is everyone's responsibility.
- Work with staff across all departments to support the delivery of diversity and inclusion targets and create a more inclusive culture across the Surrey FA.
- To work with the board and executive team to implement the actions detailed in ED&I focused Action Plans (Race Equality Plan, FA Equality Action Plan, Disability Football Action Plan) and lead on future iterations.
- Procure appropriate training to support the board, executive and wider grassroots football participants to develop and maintain ED&I competencies.
- To ensure good practice examples of work are evidenced, promoted, and reported on.
- To lead the design and implementation of ED&I initiatives across the organisation.
- Support the Board and Executive Team on all aspects of ED&I, identifying how their work can be delivered better to meet the needs of minority communities and other underrepresented groups.
- To champion ED&I as defining values of the organisation through collaborative partnership working, and support responses to relevant policy, consultations, and bids.
- Support & maintain strong working relationships with internal and external stakeholders, campaigners and networking groups, positively engaging and informing on diversity and inclusion targets and activities.
- Manage, develop, and support the network of Surrey FA-led stakeholder groups (consultation and strategic) across the county to provide a voice for protected characteristics/ underrepresented communities, these include, but are not limited to, ethnicity, race, disability, gender, or sexual orientation.(i.e. Inclusion Advisory Group, Inclusion Advisory Network, Community Ambassador Groups).
- Lead the achievement of the Equality Standard for Sport – Advanced Standard
- Represent the Surrey FA with internal and external stakeholders, campaigners and networking groups, positively engaging and informing on diversity and inclusion targets and activities.



## RESPONSIBILITIES – THIS IS NOT AN EXHAUSTIVE LIST

### IAG

- Work with the Surrey FA IAG to consult on plans and engage to provide advocates for diversity and inclusion activities.
- 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.

### Disability

- Work with the Football Development team to raise the profile of disability football within the Surrey FA and communicate the range of disability football opportunities across the pathway.
- Support the Football Development Team to sustain & increase participation through various initiatives & projects to ensure that we are offering opportunities for all.
- Map clubs, teams and leagues and target gaps in disability football provision across key age groups: under-8, under-12, under-16 and 18+.
- Lead the Disability KPI to ensure that Surrey FA retains and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within FA England Accredited club structures for under-8, under-12, under-16 and adult age groups.
- Support the Football Development Team to recruit, retain and develop diverse coaches, referees, players and administrators through course and local CPD opportunities, with a focus on diverse, disabled and female stakeholders.

### Safeguarding

- Contribute to ensuring that safeguarding and equality are embedded throughout the Surrey FA and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within diversity and inclusion football development programmes.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
- Execute tasks as required to meet the Surrey FA changing priorities.

### General

- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).



## PERSON SPECIFICATION

### QUALIFICATIONS

#### Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

#### Desirable

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Capability to create multiple reports, budgets and plans.





## PERSON SPECIFICATION

### KNOWLEDGE AND EXPERIENCE

#### Essential

- Practical experience of sports/football development.
- Demonstrate a working knowledge of inclusion, equality, disability, anti-discrimination and safeguarding.

#### Desirable

- Knowledge of The FA's National Strategies.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.
- Sports development and/or experience in one of the following fields; equality, diversity, disability, inclusion, women & girls.
- Knowledge of The FA coaching qualification framework.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
- Line Management Experience.

ENHANCED DBS CHECK REQUIRED?

Yes

CLEAN, FULL DRIVING LICENCE?

Yes





THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK TO UPHOLD SURREY FA'S VALUES AND BEHAVIOURS DESCRIBED BELOW:

VALUES	WORDS	BEHAVIOURS
COLLABORATIVE	Communication Teamwork Listening Support Recognition	We work together, fuelled by our passion and shared commitment to developing the game
AMBITIOUS	Learning Passion Challenges Proactive Open	We venture into uncharted territories with open minds, being bold in our thinking and brave in our actions
RESPECTFUL	Principles Integrity Diversity Empathy Balance	We recognise everyone's individual experience and perspectives, seeking out and valuing their contribution
EXCELLENCE	Accountable Reflective Effectiveness Impact Extraordinary	We are focused on the pursuit of excellence to enable us to make a lasting impact for the football family we serve

JOB DESCRIPTION REVIEWED AND MODIFIED BY:

Andrew Dickinson

DATE JOB DESCRIPTION REVIEWED AND MODIFIED:

31<sup>st</sup> January 2024

JOB DESCRIPTION AUTHORISED BY:

Sally Lockyer

**CLICK HERE TO  
APPLICATION FORM**



This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.