

H  **ME**
IS WHERE IT STARTED



MUSLIM ATHLETE
CHARTER

WEST RIDING FA

INCLUSION ADVISORY GROUP MEMBER OR CHAIR RECRUITMENT PACK

VISION:

**TO CREATE ENJOYABLE EXPERIENCES AND
HELP FORM LASTING MEMORIES THROUGH FOOTBALL**

PURPOSE:

MORE PEOPLE PLAYING MORE OFTEN



ABOUT WEST RIDING FA

The West Riding County Football Association (West Riding FA) is the governing body of football in the county of West Riding (West Yorkshire and surrounding areas). We are the 5th largest County Football Association in the country and oversee all aspects of the game within our boundary.

We are responsible for providing the structure and support that enables our players, coaches, volunteers, and referees to perform their role with ease. Our utmost priority is that every participant in our county is given the opportunity to develop in a progressive and enjoyable environment.

In addition to our governance responsibilities, we concentrate heavily on the development of the local game and maintain a strong emphasis on the evolution of our stakeholders. By promoting 'Football for All' we encourage participation from all backgrounds and sections of society, inclusive of all protected characteristics.

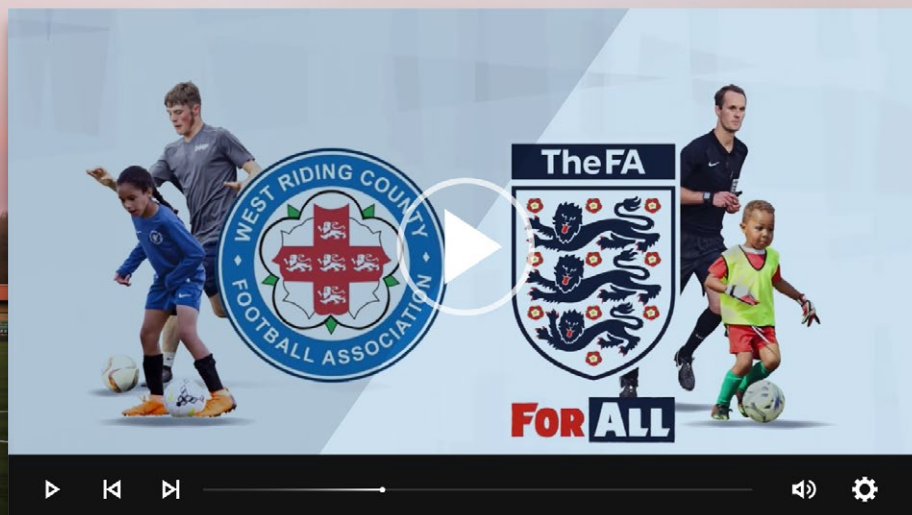
By developing innovative programmes and cultivating opportunities in alignment with our governing body (The FA), we deliver the

FA Grassroots Football Strategy in our County. We are immensely proud of our thriving culture throughout the non-professional game, a sector widely referred to as "Grassroots" football.

We believe it is essential to uphold our traditions and embrace the legacy of our past. However, we are very much a progressive organisation, happy to celebrate our history without residing on it.

Although the West Riding FA has been the governing body of all association football in the county for over 100 years, today we are an energetic, innovative, and ever-changing organisation.

As a not-for-profit organisation, West Riding FA reinvests back into the game any surplus in funds into improving products and services to grassroots football, growing, and retaining the game at all levels and formats, and supporting the workforce and facilities infrastructure to drive the game forward.



MESSAGE FROM HANNAH SIMPSON [CEO]

As the CEO of West Riding FA, I am privileged to champion a cause that goes beyond the boundaries of sport—it's about fostering a community where Equality, Diversity, and Inclusion (ED&I) are at the heart of everything we do. Football, a game cherished by millions worldwide, must be a game for all. At West Riding FA, our commitment to promoting ED&I is unwavering. We believe that football has the power to transcend differences and bring people together.

It's not just about the sport; it's about creating an environment where everyone feels valued, respected, and welcomed—regardless of their background, identity, or ability.

In our pursuit of inclusivity, we recognise the importance of actively engaging with diverse communities. We strive to break down barriers

that may hinder participation and ensure that everyone has equal access to the opportunities football offers. This means promoting women's football, supporting grassroots initiatives, and fostering partnerships with organisations that share our vision of a more inclusive sporting landscape.

Diversity is not just a buzzword for us—it's a fundamental principle that drives our actions. We are committed to challenging stereotypes, promoting fairness, and empowering individuals to thrive within our football community.



OUR STRATEGY

Our Strategy cycle is aligned to that of the Football Association with each cycle comprising 4 years. The current being 2024-2028.



**THE FA 2024-2028 STRATEGY AND
THE WEST RIDING FA 2024-2028
'LET'S TAKE OUR GAME BACK TO ITS ROOTS'
STRATEGY WILL BE LAUNCHED
IN LATE NOVEMBER 2024**



INCLUSION ADVISORY GROUP MEMBER APPOINTMENTS

This is a unique opportunity to join a bold and caring organisation with a vital mission – to encourage more people to play more often. The Inclusion Advisory Group (IAG) plays a crucial role in shaping the organisation's culture and leadership by promoting inclusive practices and championing diversity within our football communities.

We are currently looking to fill six positions within the IAG, with two of these positions specifically reserved for specialists in Disability and LGBTQ+ practices. The IAG is responsible for guiding the implementation of our strategic vision, fostering an inclusive environment, and strengthening our engagement with stakeholders.

The group supports the achievement of our strategic goals, ensures effective resource allocation, and manages associated risks while enhancing our profile and reputation both regionally and nationally. Successful candidates will have a proven track record of inclusive leadership and a strong understanding of the importance of governance within an organisation.

They will be excellent communicators with the ability to work creatively and collaboratively in a predominantly voluntary stakeholder environment. It is essential that they demonstrate a strong empathy for, and commitment to, the broader culture of West Riding FA and our football communities.

We are particularly seeking individuals with experience in one or more of the following areas: Disability, LGBTQ+ practices. This is an exciting chance to contribute to the ongoing development and success of our organisation, ensuring that football remains open and accessible to all.

We are also looking to appoint a Chair for the IAG.

The Chair of the Inclusion Advisory Committee shall be appointed a Director. The Inclusion Advisory Committee Chair term shall be the same as a Director (3 x 3 years) and shall commence when he/she becomes Director. Where there is no vacant position on the Board, the Inclusion Advisory Committee Chair shall be invited to attend as an observer until such time as a position becomes vacant. At which time, the Inclusion Advisory Committee Chair shall be appointed as Director. The appointment of the Inclusion Advisory Committee Chair as Director is dependent upon he/she being active Chair of the Inclusion Advisory Committee and subject to the terms of reference for the Inclusion Advisory Committee.

If you are interested in this position of Chair, please indicate your interest by ticking the appropriate box on the application form. Additionally, please review the supplementary Principal Accountabilities and Responsibilities that the Chair role entails. The Chair shall be required to abide by the duties and liabilities of Directors (Companies Act 2006) and the Terms of References for IAG members.

JOB ROLE PROFILE

JOB TITLE:	IAG Member	REPORTS TO:	As IAG Member – EDI Lead
JOBS REPORTING INTO THE JOB HOLDER:	None	TIME COMMITMENT:	IAG Meetings – 2 hours per quarter (typically the 3rd Tuesday of the month)
LOCATION :	West Riding FA, Fleet Lane, Woodlesford, Leeds, LS268NX	TERM	3 x 3 years
ENHANCED DBS REQUIRED:	No		

JOB PURPOSE(S)

- To contribute to 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.

JOB RESPONSIBILITIES

STRATEGY & VISION

- 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 County 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.

PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- General IAG Member Duties.
- Serve as a IAG Member of the West Riding FA and to actively participate in supporting processes for dealing with abuse and discrimination within the grassroots game.
- Ensuring that inclusion is embedded into the process of everything the County FA does.
- Safeguard the interests of the Membership and stakeholders of the West Riding FA.

- Increasing participation in playing, coaching and refereeing, and representation on county boards, councils and committees.
- Contribute to constructive debate on all Inclusion Advisory Group matters.
- Promote equality of opportunity throughout the West Riding FA.
- Promoting transparency within West Riding FA recruitment processes.
- Promoting West Riding FA processes for reporting abuse and discrimination

PERSON SPECIFICATION

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 County FA and the areas in which County FA operates.
- 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.
- Ability to work as part of a team.
- Ability to work in a professional and positive manner as a representative of County FA.
- 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.

DESIRABLE

- 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 specific expertise to professionally advise the IAG and Board on matters relating to EDI
- Have knowledge of existing equality groups in the local area
- Possess conflict resolution skills
- Good presentation skills

JOB ROLE PROFILE

JOB TITLE:	IAG Chair*	REPORTS TO:	As IAG Chair – EDI Lead As Director – Chair of the Board
<p>*The Chair of the Inclusion Advisory Committee shall be appointed a Director. The Inclusion Advisory Committee Chair term shall be the same as a Director (3 x 3 years) and shall commence when he/she becomes Director. Where there is no vacant position on the Board, the Inclusion Advisory Committee Chair shall be invited to attend as an observer until such time as a position becomes vacant. At which time, the Inclusion Advisory Committee Chair shall be appointed as Director. The appointment of the Inclusion Advisory Committee Chair as Director is dependent upon he/she being active Chair of the Inclusion Advisory Committee and subject to the terms of reference for the Inclusion Advisory Committee.</p> <p>The Chair shall be required to abide by the duties and liabilities of Directors (Companies Act 2006) and the Terms of References for IAG members.</p>			
JOBS REPORTING INTO THE JOB HOLDER:	None	TIME COMMITMENT	IAG Meetings – 2 hours per quarter (typically the 3rd Tuesday of the month) Director Meetings – 6:30pm – 9pm on the last Tuesday of each month.
LOCATION:	West Riding FA, Fleet Lane, Woodlesford, Leeds, LS268NX	TERM	3 x 3 years
ENHANCED DBS REQUIRED:	No		

JOB PURPOSE(S)

- 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.
- To report and feedback effectively on the delivery of Inclusion to County FA and the Board

JOB PURPOSE(S)

GOVERNANCE

- To represent the IAG on the County FA Board.
- To attend County FA Meetings as and when required and when reasonable.

AGENDAS, PAPERS/PACKS AND PRESENTATIONS

- 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 ED&I Lead and all County FA staff where relevant to ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all County FA work and staff.
- To ensure that IAG action points are documented and actioned.

STRATEGY & VISION

- 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 County 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.

PERSON SPECIFICATION

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 County FA and the areas in which County 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.
- Ability to work as part of a team.
- Ability to work in a professional and positive manner as a representative of County FA.
- 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.

PERSON SPECIFICATION

DESIRABLE

- Experience as an Independent Non-Executive Director or Ex Officio Director on other boards.
- A working knowledge of the principles of good corporate governance
- 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 specific expertise to professionally advise the IAG and Board on matters relating to EDI
- Have knowledge of existing equality groups in the local area
- Possess conflict resolution skills
- Good presentation skills



THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE STRATEGIC PRIORITIES DESCRIBED BELOW.

STRATEGIC PRIORITY	OBJECTIVES	STRATEGIC PRIORITY	OBJECTIVES
IMPROVE PLAYING CHOICE AND OPPORTUNITIES	<ul style="list-style-type: none"> ● Evolve the youth game. ● Improve team-based football for adult male players. ● Create more opportunities to play safe, inclusive casual football. ● Support the disability game to grow and thrive. 	DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES	<ul style="list-style-type: none"> ● Grow the number of people running the game. ● Improve the diversity of those running the game. ● Support those running the game to learn and develop. ● Celebrate and reward those running the game.
DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY	<ul style="list-style-type: none"> ● Sustain and grow more playing opportunities in schools. ● Create more team-based playing opportunities. ● Extend and enhance casual opportunities to play. ● Deliver safe and inclusive environments for women and girls to thrive. 	SUPPORT THRIVING COMMUNITY CLUBS	<ul style="list-style-type: none"> ● Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation. ● Help clubs to become more sustainable. ● Support the current and future generation of club leaders. ● Equip clubs to add value to their local communities.
BUILD MORE AND IMPROVE EXISTING FACILITIES	<ul style="list-style-type: none"> ● Transform grass pitch quality. ● Build more 3G pitches. ● Create inclusive and accessible facilities. ● Improve environmental sustainability. 	CONNECT AND SERVE PARTICIPANTS	<ul style="list-style-type: none"> ● Make it easier to find information and opportunities to play, volunteer and learn. ● Improve our customer service and communications. ● Develop our digital tools to make running the game easier. ● Explore digital opportunities to enhance the football experience.
TACKLE POOR BEHAVIOUR	<ul style="list-style-type: none"> ● Apply tougher sanctions. ● Promote positive behaviour. ● Drive collective responsibility across the game to raise standards. 	PROGRESS THE GAME'S GOVERNANCE	<ul style="list-style-type: none"> ● Promote the highest levels of governance across the grassroots network. ● Evolve local Football Associations focused on developing football For All. ● Support the grassroots game to be financially robust. ● Support the game to be safe and well-run.

FA BEHAVIOURS

PROGRESSIVE - We embrace new thinking in the pursuit of continuous improvement, Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge.

RESPECTFUL - We set the standards for respectful behaviour across the game. Maintaining Standards, Role modelling, Respecting others' opinions, and values

INCLUSIVE - We champion and ensure that football is and will remain a game for everyone. Championing, Supporting, Including, Leading, Collaborative

DETERMINED - We are tenacious and accountable to each other in serving the whole game and doing the right thing. Driven, Stamina, Tenacious, Focused, Resilient

EXCELLENT - The very best outcome can only be achieved by sustained excellence in performance. Be the best you can be, Striving for success, Excelling, Exceeding expectations.

WEST RIDING FA VISION AND VALUES

VISION: To create enjoyable experiences and help form lasting memories through football

PURPOSE: More people playing ore often.

VALUES:

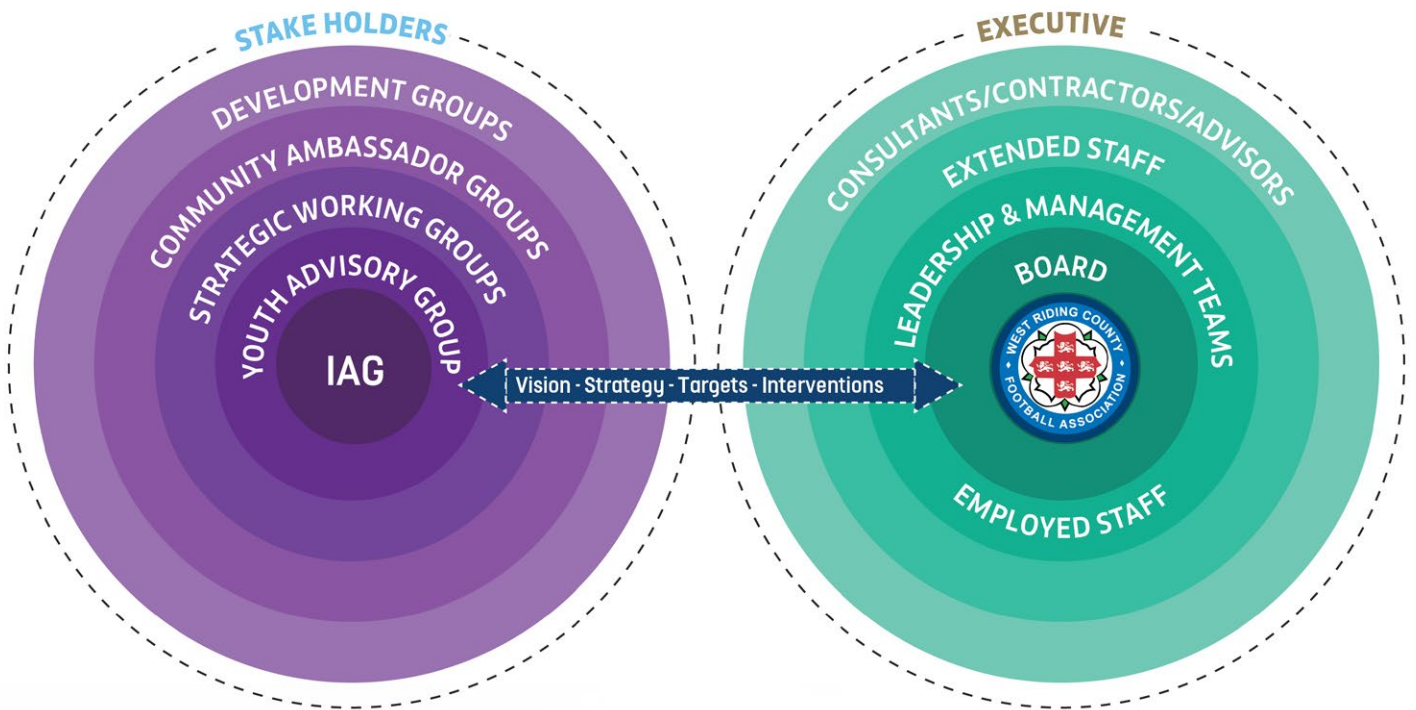
1. **Simple:** We keep our communication easy to understand and our processes uncomplicated
2. **Transparent:** We make our decisions and actions open , honest and consistent 3. **Accessible:** We are there for when our customers need us
4. **Inclusive:** We ensure that everybody can enjoy the game regardless of individual difference
5. **Relevant:** We understand the views needs and expectations of everyone involved in the game
6. **Care:** We are passionate about delivering an exceptional football experience

FURTHER INFORMATION

This role does not involve regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities and does not require an enhanced DBS check.

STRUCTURE

[Click here to review our Governance Structure](#)



For an informal conversation about the positions available, please email:



ASHRAF WALLACE

Equality Diversity and Inclusion Lead

ashraf.wallace@westridingfa.com

To apply, please complete the **APPLICATION FORM:**

[CLICK HERE](#)



This application form provides the Nominations and Appointments Committee with key information directly relating to the requirements of the role of Inclusion Advisory Group Member and/or Director.

Shortlisting for IAG members shall be conducted in house. Recruitment for the position of Chair, shall be outsourced to Howarth's Employment Law in line with West Riding FA's inclusive hiring practices.

If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application.

Closing date:

12 noon on Friday 20th December 2024

Interviews:

Week Beginning - 20th January 2025

EQUALITY AND DIVERSITY

We (West Riding FA) are committed to equality and diversity. We strive to be fully representative of the community we serve by ensuring that all applicants 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.

Please complete the [Diversity Monitoring Form](#). Completing this form is voluntary. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information detailed will be treated anonymously and not be shared with the Recruitment Panel for the role you are applying for.

We are committed to addressing individuals from historically underrepresented groups. We aim to tackle this inequality by shortlisting for interview a minimum of two additional* applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised roles only.

**these applicants are in addition to the total number of applicants agreed by the selection panel to interview.*

By completing this monitoring form, you are helping us stay relevant within grassroots football across West Riding and the wider region. As part of our continued commitment to equality, diversity, and inclusion we use the data collected in this form to shape our activities, policies, and practices.

THE HOME OF OUR FOOTBALL

West Riding FA

Fleet Lane, Woodlesford, Leeds, LS26 8NX

Tel: 0113 282 1222

Email: info@westridingfa.com



@westridingfa



@westridingfa



westriding_fa

CORINTHIAN

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The Equality Standard
A Framework for Sport

PRELIMINARY

#TOGETHER WE ARE FOOTBALL