



**Independent Chair of
Somerset FA's Inclusion
Advisory Group and
Non-Executive Director**

Recruitment Pack

About Somerset FA

Football for Everyone, Everyone for Football

Based at the foot of Glastonbury Tor in the heart of Somerset, we're the not-for-profit body responsible for the continued development and governance of grassroots football in the county.

We work with The FA to deliver the National Game Strategy in Somerset, ensuring that the beautiful game is accessible and enjoyable for all.

Covering South Bristol, North Somerset, Bath and North-East Somerset and Somerset County Council areas, over 1,840 teams affiliate to us across 20 leagues along with 540 registered Referees and 400 coaches. Around 20,000 men, women and children play the beautiful game in Somerset week-in-week-out through the season.

Grassroots football is worth over £211m annually in economic and wellbeing value to Somerset and we play our part by interpreting and applying the 'Rules and Regulations' of its parent body 'The Football Association'. We lead the local game and ensure that the successful development of football covering increased participation, quality and enjoyment through The FA's National Game Strategy.

Our mission is:

- To provide opportunities for everyone to fall in love with the beautiful game
- To provide equality for all
- To strive for achievement

We embody the values of innovation, inspiration and dedication in our work to achieve our mission for the benefit of all football participants in Somerset.

Background

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 Somerset.

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 will also be a requirement to attend Board meetings when required and attend the National County FA Inclusion Day annually.

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

The successful applicant must also be able to demonstrate excellent communication and influencing skills.

What can we offer?

- A seat as a Director on the Somerset FA Board
- 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 empower and support personal development
- Travel expenses when attending meetings

Background

Recruitment for the voluntary role will be based on both the technical ability to fulfil the role and also the following key behavioural competencies, as defined in the County Football Association Competency Model:

- Honesty
- Efficiency
- Respect
- Teamwork
- Trust

We would appreciate if you could complete Somerset FA's Diversity Monitoring form along with your application. Completion of this form is entirely optional however it does on a generalised level provide the Association with the opportunity to track the breadth and depth of the applications from different parts of the community. This form should be filled out anonymously and sent to us separately to your application form – this is available via an online link at the end of the recruitment pack. This data will then be collected and collated anonymously.

The interview process:

The date for applications to close will be at 5pm on **Sunday 31st January 2021**.

Applications will be shortlisted and we will invite some candidates for an interview.

The interviews will take place on **10th February 2021** and will be hosted by Somerset FA. We can be flexible with interview times where required.

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 requirements.

Background

In December 2012, The FA Board approved English Football's Inclusion and Anti-Discrimination Action Plan 2013-2017. 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.

In Oct 2020 The FA launched our new Football Leadership Diversity Code to drive diversity and inclusion across English football, with over 40 clubs across the Premier League, EFL, Barclays FA Women's Super League and FA Women's Championship committing to tackle inequality across senior leadership positions, broader team operations and coaching roles. It is viewed as a starting point towards greater diversity and, while focusing on gender and ethnicity now in reflection of the current player base, it will expand more broadly over time. While not mandatory, we are encouraging all clubs across the men's and women's games to sign up to the voluntary Code, with a version following the same principles and adapted for the National League System and grassroots clubs to follow in Spring 2021.

Somerset FA has been developing an Inclusion Advisory Group (IAG) since 2013 to provide advice and guidance on all equality matters to the County FA and to provide strategic oversight of the delivery of its operations plan in a county-wide inclusive way which includes all sections of all communities. Although the group is small, our existing members consist of passionate individuals from a variety of backgrounds, experiences and perspectives which help guide and drive our work for everyone. Somerset FA attained Foundation Status of Equality Standard in 2011, and renewed it in early 2020; we are now actively working towards achieving the next step of Preliminary Status

We are currently looking to recruit an Independent Chair who will lead the IAG to support our organisation. The successful person will have significant knowledge and experience of operating at a strategic level and equally bring a breadth and depth of knowledge or experience in Inclusion and Diversity. The successful applicant will become a Director of the Association.

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.

It is an exciting, but challenging opportunity with the incentive of shaping our County FA's inclusion work and positively impacting the landscape of football at every level.

This pack includes the following:

- 1. The role advertisement**
- 2. Somerset FA IAG Terms of Reference**
- 3. The role profile (see pages 10-12 of this pack)**
- 4. How to apply & download the application form**
- 5. County FA Equality and Diversity Form (online link from within the application form)**

The pack provides all the necessary information that you require to apply.

Should you have any questions about the role, or require clarity on the recruitment pack, you can contact:

**Jonathan Pike, Chief Executive of Somerset FA;
jonathan.pike@somersetfa.com or
01458 837 030.**



The Inclusion Advisory Group

Terms of Reference

Purpose

The Inclusion Advisory Group will support and advise the County FA on the basis of meeting its legal duties and operating in a way that meets the needs of the local community and of the business.

Role

The role of the Inclusion Advisory Group is to:

Advance equality of opportunity for all groups, as well as having a focus on the protected characteristics

Foster good relationships with the local community, so that football can be used to create positive sporting opportunities and increase participation for all

Eliminate unlawful discrimination, bullying, harassment and victimisation, and any form of abuse directed at specific groups

Responsibilities

- In supporting the role as defined above, the Inclusion Advisory Group may:
- Analyse data to provide intelligence and support recommendations to the County FA
- Support the county planning process, including the setting of business objectives and targets which ensure that the needs of the whole community are met. This will include being responsible for the development and implementation of a new Inclusion Action Plan.
- Provide support to The County FA's community engagement, consultation, development programme and disciplinary procedures
- Act as Ambassadors as appropriate for the County FA
- Bring a diverse perspective to the County FA
- Identify key equality issues and support the identification and delivery of solutions
- Advocate the benefits of addressing equality issues
- Assess and advise on equality impacts arising out of county plans

The Inclusion Advisory Group

Terms of Reference continued

Responsibilities continued

- Co-ordinate consultation sessions with the wider community in relation to annual county plans
- Identify key issues and trends that may promote the growth of the game through inclusion and diversity interventions
- Promote inclusion and diversity in football
- Devise, monitor and evaluate County FA secondary Key Performance Indicators for inclusion and diversity
- Meeting four times a year (as a minimum)

Governance

The group will report to:

- FA Equality Team
- Somerset FA Board

The quorum necessary for business to be considered by the group will be three IAG members, Inclusion Officer and the CFA Board representative (Equality Champion or Chief Executive)

Membership

The membership will go through an application process. Members should where possible represent the diversity of County FA and cover the range of protected characteristics, but as if not more important is diversity of experience, knowledge and thought. All members will be volunteers and will be paid reasonable travel expenses.

The Chair of the IAG will also become a Director of Somerset FA, and be a member of the Somerset FA Council.

The Inclusion Advisory Group

Terms of Reference continued

Membership continued

Annual review of skills and mix of the members are aligned to the execution of the duties of the IAG, any vacant positions or newly required positions would be an open recruitment process through an application process. There is no fixed number of members. Members will be appointed annual by the Somerset FA Board.

The group will have a blend of strategic and operational experience in equality issues and will be subject to an application/selection process

The group may also request outside contacts with specialist knowledge be involved onto the group for specific meetings

Change of Members

If a member leaves the group, the CFA will openly recruit for a new member with the relevant skills and experience.

Dissolution

Somerset FA shall have the power to dissolve the group.

Records

Minutes shall be kept of all IAG meetings.

Review

The responsibilities of the group will be subject to annual review.

The Inclusion Advisory Group

Terms of Reference continued

Number of Meetings/Venue

The group should meet a minimum of four times per year either in person, or virtually via an online platform. These meetings will be hosted by Somerset FA.

Attendance

Members of the group are expected to attend meetings. If a member misses two consecutive meetings they will be written to by the Chair. If they miss three meetings consecutively, unless there are extenuating circumstances, they will be removed from the group by Somerset FA and a replacement will be openly recruited.

Finances

Members of the IAG Group will be reimbursed out-of-pocket expenses in respect of travel i.e. mileage / public transport for attendance at meetings, in line with Somerset FA policy.

Role Title	Non-Executive Director & Independent Chair of Inclusion Advisory Group
Reports to	Chair of the Board of Directors

Role Purpose

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

Direct Reports	Member of the Inclusion Advisory Group.
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Location	<p>Somerset Football Association, Charles Lewin House, Unit 5 & 10 Landmark House, Wirral Business Park, Glastonbury, BA6 9FR</p> <p>Option for online meetings via Microsoft Teams</p> <p>Option for travel support when attending National / Regional Equality, Diversity & Inclusion events to further support Somerset FA</p>
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Estimated time commitment to fulfil the role	<p>The Inclusion Advisory Group will meet approximately once a quarter, unless specific work / topics require 'additional meetings' to support ongoing work.</p> <p>Role requires flexibility of time allowance due to the nature of ongoing work and various National and Regional programmes that could require attention during the season.</p>
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Remuneration or Expenses	<p>County FA Expenses will be paid in line with the current Expense Policy of Somerset FA</p> <p>Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.</p>
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Responsibilities

- Governance**
- Will be a Director of Somerset FA and attend Board meetings (approx..8 meetings per year)
 - Will be a Councillor of Somerset FA and attend Council meetings
 - Attend any national or regional FA inclusion events (where possible and relevant).
 - Attend County FA Meetings as and when required and when reasonable.

Agendas, Papers/packs and Presentations

- Support the recruitment of and inspire the very best and talented IAG team possible.
- Ensure the performance of the IAG is measured and accountable where possible.
- Agree the Agenda for IAG meetings in conjunction with the Somerset FA Inclusion Officer.
- Work closely with the County FA CEO and other key County FA staff to ensure resources are effectively prioritised for inclusion and that inclusion is embedded across all County FA work and staff.
- Ensure that IAG action points are documented and actioned.

Strategy & Vision

- 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.
- Liaise with staff members and the IAG Working Group to ensure IAG work supports the attainment of FA and Internal KPIs.
- Help Develop the County Strategy so that is underpinned by the commitment to Inclusion and

Person Specification

Skills and Knowledge

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 the Association and the areas in which the Association 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
- No disqualification from being a company Director
- Ability to work in a professional manner as a representative of the Association
- A passion to implement safeguarding in all aspects of the association's activities
- Will be required to sign up to Council Members' Code of Conduct, and Safeguarding Coding of Conduct

Desirable

- A degree of experience of the sports/football industry
- Have existing positive contacts within the sports/football industry and the wider community
- A knowledge / understanding of the Equality Standard 'system'
- 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 under represented communities
- Experience of strategy planning/consultation
- Good presentation skills

Enhanced DBS Check required?	YES
Check Companies House Disqualified Directors Register?	YES
Clean full driving licence?	YES

The Role Holder will be expected to understand and work in accordance with the values and behaviours described below

The values below are those of The FA and Somerset FA.

FA Value	Behaviours
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement</p> <ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure • Questions the way things are done and takes informed risks • Continuously seeks to improve efficiency and performance
RESPECTFUL	<p>Sets the standards for respectful behaviour across the game</p> <ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them • Avoids pre-judgement when listening to suggestions from others • Seizes the opportunity to apply FA standards at all times
INCLUSIVE	<p>Champions and ensures that football is, and will remain, a game for everyone</p> <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working
DETERMINED	<p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal • Remains focused on seeing agreed goals through to completion taking pride in their work • Maintains motivation for their team and themselves
EXCELLENT	<p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times • Can be persistent to achieve a standard that others consider impossible • Challenges others to go further and achieve more

How to Apply

Applications will be accepted upon the completion of the application form contained in the folder at the link below. It is essential that applicants clearly demonstrate their ability to meet the requirements of the role, explaining how their experience and technical skills will assist them.

[Download the application form here](#)

