

INCLUSION ADVISORY BOARD CHAIRPERSON RECRUITMENT PACK



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If you need any additional information or have any questions about this role you can contact [Colin Bridgford](mailto:Colin.Bridgford@ManchesterFA.com) on Colin.Bridgford@ManchesterFA.com



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WHO ARE MANCHESTER FA?

We are the home of grassroots football in Greater Manchester and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the home of grassroots football across Greater Manchester.

We are the guardian of the national game in Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our city which is steeped in football tradition and history across all levels of the game.

**"FOR A BETTER
GRASSROOTS
GAME IN GREATER
MANCHESTER"**

ROLE DESCRIPTION

INCLUSION ADVISORY BOARD CHAIRPERSON

Commitment:

Chair minimum of 6 Inclusion Advisory Board (IAB) meetings with a minimum of 3 face-to-face meetings throughout season. Attend a minimum of 4 board meetings, actively contributing in your role as IAB chair.

What is the role?

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

What will you do?

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

Application Deadline **20 JUNE 2022**

To apply, please complete the following application form, and equality and diversity monitoring form found [HERE](#)

If you need any more information or have any questions about this role you can contact Colin.Bridgford@ManchesterFA.com or via phone **07403 731813**.



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APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form found [HERE](#).

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact Alex.West@ManchesterFA.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 the role. The interview will be arranged at your convenience, Manchester FA will happily work around your current commitments and responsibilities.

Manchester 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. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy [HERE](#).

Manchester FA are committed to addressing the underrepresentation of diverse individuals across the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

KEY DATES

APPLICATION CLOSING DATE: 20 JUNE 2022

INTERVIEWS: BY APPOINTMENT

INDIVIDUAL ROLE PROFILE

INCLUSION ADVISORY BOARD CHAIRPERSON

Manchester FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

| | |
|------------------------|---|
| Role Title | Inclusion Advisory Board Chairperson |
| Reports To | Manchester FA Board |
| Direct Reports | Members of the Inclusion Advisory Board |
| Role Purpose | To lead and support the work of Manchester FA's Inclusion Advisory Board to ensure more diverse people can access grassroots football across Greater Manchester. |
| | To work with Manchester FA Board, staff and fellow IAB members to check and challenge Manchester FA on EDI issues relevant to the current climate within grassroots football in Greater Manchester. |
| Salary Band | To help shape and deliver Manchester FA's EDI strategy. |
| Time commitment | Voluntary (all reasonable expenses will be covered) Chair a minimum of 6 IAB meetings throughout the football season. |
| | Actively contribute to a minimum of 4 Manchester FA Board meetings throughout the football season. |
| | The successful applicant can also be invited to work alongside staff roles at their own convenience to better understand the work Manchester FA carry out. Overall time commitment can be adapted to fit the successful applicant's lifestyle/commitments to ensure effective delivery. |
| Location | Remote and face-to-face meetings taking place across Greater Manchester with some attendance required at the Manchester FA office |

RESPONSIBILITIES

| | |
|-----------------------------------|--|
| Representing Manchester FA | Actively deliver Manchester FA's three core values: Passionate, Inspiring, and Professional Challenge all forms of discrimination in football |
| Governance | Represent the Inclusion Advisory Board on the Manchester FA Board as an Ex-officio Director Chair Manchester FA's Inclusion Advisory Board Support FDO (For All) with reviewing and updating Manchester FA EDI policies and procedures |
| Participation | Raise awareness of non-traditional football formats Support events designed to introduce football to underrepresented communities Suggest new pathways into participation |
| Participants | 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 |
| Education | Suggest potential role models for grassroots football across Greater Manchester Complete EDI specific training when and where appropriate Support delivery of education and training to Manchester FA Board, Staff, Clubs, officials, and Volunteers Suggest new opportunities for EDI training and education |



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PERSON SPECIFICATION

Essential (Required to fulfil the role)

Understanding of equality, diversity, and inclusion issues
Good communication skills, both written and verbal
Experience of working within a 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
Positive attitude towards the role
Ability to use Microsoft/Mac word processors, email, and virtual meeting software (Teams, Zoom etc...)

Desirable (Beneficial, but can be learned in role)

Experience in recruitment, 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, Manchester FA, third-party partners)
Prior experience of working in/with Inclusion or Equality groups

Values

**PASSIONATE
INSPIRING
PROFESSIONAL**

KEY DATES

APPLICATION CLOSING DATE: 20 JUNE 2022

INTERVIEWS: BY APPOINTMENT

APPLICATION FORM

INCLUSION ADVISORY BOARD CHAIRPERSON

Please return this completed application form and completed equality monitoring form [HERE](#) to Colin.Bridgford@ManchesterFA.com before 20 June 2022.

Applications can also be made by post. Postal applications are to be addressed; Strictly Private and Confidential, FAO Colin Bridgford, Manchester FA, National Squash Centre, Gate 13 Rowsley Street, Etihad Campus, M11 3FF. Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Manchester FA is an Equal Opportunities Employer.

| | |
|----------------------|----------------------|
| Title | <input type="text"/> |
| First Name(s) | <input type="text"/> |
| Last Name | <input type="text"/> |
| Street Address | <input type="text"/> |
| City | <input type="text"/> |
| County | <input type="text"/> |
| Postcode | <input type="text"/> |
| FA Number (if known) | <input type="text"/> |
| Email Address | <input type="text"/> |
| Phone Number | <input type="text"/> |

Do you hold a full current UK driving licence?

YES NO

Do you have access to your own personal transport?

YES NO

Do you currently have an in-date FA DBS check?

YES NO

Completion of a FA DBS check will be required before starting the role.

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974?
(You do not need to declare anything that is deemed 'spent')

YES NO



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EDUCATION & TRAINING

Please provide details of your education, qualifications, and training that you have completed or are currently undertaking.

| Dates | Place of Learning | Course or Qualification | Grade |
|-------|-------------------|-------------------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

| Dates | Employers Name | Job Title | Key Responsibilities / Achievements |
|-------|----------------|-----------|-------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

| Interest / Hobby / Lived Experience | How does this support your application? |
|-------------------------------------|---|
| | |
| | |
| | |

MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member.

| Membership Body | Membership Type |
|-----------------|-----------------|
| | |
| | |



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HOW I MEET THE REQUIREMENTS

INCLUSION ADVISORY BOARD CHAIRPERSON

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Alex.West@ManchesterFA.com who can arrange for reasonable adjustments to made for your application.

Please explain why you think you are well suited to meet the purpose of this role.

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)

Please detail any experience you have leading or chairing groups, meetings, forums, or collectives

Please detail any experience you have working with groups of underrepresented people, and how is your approach is inclusive to the group.

Please detail any experience you have in challenging, supporting, or influencing change.

How do I meet the values of Manchester FA?

Manchester FA's culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA's three core values?



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ADDITIONAL INFORMATION

Manchester FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Manchester FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

If your application is successful, what notice period would you have to provide your current employer?

If you were successfully appointed to the role what annual salary would be looking to obtain?

REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

| | First Referee | Second Referee |
|---------------------|---------------|----------------|
| Name | | |
| Address | | |
| Postcode | | |
| Phone | | |
| Email | | |
| Relationship to You | | |

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

SIGNATURE

DATE

The final date for consideration of applications is 20 June 2022

Either email: Colin.Bridgford@ManchesterFA.com

Or post and address as follows:
Strictly Private & Confidential
CEO, Colin Bridgford, Manchester FA
National Squash Centre
Gate 13 Rowsley Street
Etihad Campus
M11 3FF



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