



## Job Description

Job Title	Diversity and Inclusion Officer (East) - Fixed Term to 31 <sup>st</sup> March 2017	
Reporting to	Football Development Officer (Letham) & Regional Manager (Scottish FA)	
<b>Overall Purpose of Job:</b>		
To increase the accessibility, skill set and understanding of minority groups in engaging with grassroots football across the East Region. The post holder will work to develop a network of contacts within minority groups across the spectrum of equality strands and seek to provide pathways into the game, participation and club development opportunities for anyone who wishes to be a part of a football environment.		
<b>Main Duties and Responsibilities</b>		
<ul style="list-style-type: none"> <li>• Manage and develop a network of key contacts across minority groups and/or communities within all strands of Equality</li> <li>• Establish increased opportunities for participation in the grassroots game in areas where there is a lack of representation or consultation within the aforementioned communities.</li> <li>• Increase the number of players, clubs, coaches and volunteers from diverse community groups at local and national level, in accordance with the Scottish FA strategy.</li> <li>• Create opportunities for diverse communities to participate in football in a formal and informal environment.</li> <li>• In conjunction with all staff in the Scottish FA regions, actively promote the development of teams and clubs within equality related groups and organisations.</li> <li>• Actively promote existing pathways into football for players, teams, clubs, coaches and volunteers from equality related communities.</li> <li>• Engage in an ongoing audit of football activities that take place within equality related communities in order to direct support as required.</li> <li>• Work proactively in improving the awareness of funding streams in order to bridge the gaps in the service, and provision of football for groups and organisations across all strands of Equality.</li> <li>• In conjunction with local government, evaluate and gain an understanding of the barriers/access to facilities for aforementioned groups and organisations.</li> <li>• To carry out such other reasonable duties that may arise from time to time or be assigned by the Football Development Manager or Regional Manager</li> </ul>		
<b>Person Specification</b>		
<b>Essential</b>		<b>Desirable</b>
<b>Knowledge &amp; Experience</b>		
<ul style="list-style-type: none"> <li>• A knowledge and understanding of the Scottish FA strategy 'Scotland United: A 2020 Vision', in particular 'Strong, Quality, Growth'.</li> <li>• Knowledge and understanding of the Scottish FA's regional structure.</li> <li>• Knowledge and experience of club development strategies and pathways in sport.</li> </ul>		<ul style="list-style-type: none"> <li>• Proven experience of report writing and statistical analysis.</li> <li>• Experience of the Scottish FA coach education pathway.</li> <li>• Experience of contributing to, or working within a strategic and policy development environment</li> </ul>

<ul style="list-style-type: none"> <li>• Experience of working (either paid or voluntary) within grassroots football in some capacity</li> <li>• An understanding of the issues and barriers facing equality groups</li> <li>• Experience of organising events and initiatives at local level (eg. workshops, seminars etc).</li> <li>• Understanding and experience of partnership development and multi-agency working.</li> </ul>	<ul style="list-style-type: none"> <li>• Background in working (either paid or voluntary) within an equalities related environment</li> </ul>
<b>Qualifications &amp; Training</b>	
<ul style="list-style-type: none"> <li>• Educated to HND / degree-level with a background in sport, equality or relevant qualifications.</li> </ul>	
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Proven ability to work creatively and proactively within development frameworks.</li> <li>• Computer literate in particular Microsoft Office, and an ability to be administratively self-sufficient.</li> <li>• Excellent communication skills, both verbal and written.</li> <li>• Excellent organizational skills</li> </ul>	
<b>Competencies</b>	
<ul style="list-style-type: none"> <li>• Comfortable working in, and able to deliver within an environment of change.</li> <li>• An approachable and receptive management style.</li> <li>• Highly motivated with a passion for Football.</li> <li>• A team player, actively contributes to achieving the team's objectives.</li> <li>• Resilient, is able to effectively juggle between a variety of projects, tasks and commitments</li> <li>• A natural influencer, is able to engage people at different levels and from different walks of life.</li> </ul>	
<b>Additional Related Requirements</b>	
<ul style="list-style-type: none"> <li>• Driving Licence.</li> <li>• Satisfactory PVG Scheme Check.</li> <li>• Due to the nature of the role, there is considerable travelling and a requirement to work in the evenings and at weekends.</li> </ul>	
<b>Competitive Salary and Benefits</b>	