

FA WALES



Job title	Equality Diversity, Inclusion and Integrity Manager
Reports to:	Head of Compliance
Salary	Competitive Salary dependent on experience
Hours of Work	35 hours per week. Monday – Friday*
Contractual Status	Permanent – subject to 6 months probationary period

The Football Association of Wales (FAW) is seeking to appoint an Equality Diversity, Inclusion & Integrity (EDII) Manager within the Compliance Department. The FAW is the governing body of football in Wales and is responsible for promoting and developing the game at all levels from grass roots through to the professional game, including the Welsh Premier League and all International squads.

Background

The Compliance Department comprises of three teams – Safeguarding, Registrations and Discipline. It is a busy department working within strict deadlines governed by the requirements of domestic football and current legislation. The FAW are taking its responsibility for Equality, Diversity, Inclusion & Integrity seriously and the introduction of this new position will be critical in moving and embedding this agenda forwards.

Role Purpose

The successful candidate will be required to advise, influence and support all departments with solutions to equality, diversity and inclusion challenges within the relevant frameworks and legislation to ensure the proviso of high standards of advice, support and delivery across all EDI issues in the FAW and the FAW Trust. The are expected to deliver expert advice and guidance, develop and implement strategic policies, practices and action plans in relation to EDII. The postholder will also play a role in delivering CPD training and organising conferences and other events to promote EDII to all staff, stakeholders and the football community and others as relevant. In terms of integrity, the post-holder will oversee the FAW Integrity Education Programme in partnership with our current integrity partners, Sportradar and be the primary point of contact for all match-fixing and betting related queries.

The EDII Manager is required to be proactive and keep up to date with developments in equality, diversity, inclusion and integrity across the Sporting sector and beyond and embed and implement any changes in relevant legislation across the organisations, keeping up to date with local and national initiatives.

Responsibilities

- Provide and implement equality, diversity & inclusion advice and guidance, with reference to relevant legislation and working collaboratively with all key stakeholders.
- Responsibility for the FAW & FAW Trust Equality Action plan and achievement of the Equality Standards
- Oversee and develop the Equality Diversity and Inclusion Advisory Group
- Complete the implementation of the Equality survey for staff and members and lead the Internal Equality Staff group and respond to staff feedback obtained via the survey and other means.

- Researching, developing and delivering strategic EDI action plans, taking responsibility for key end results and ensuring that the plans support the FAW's overall strategy.
- Devise, plan and implement seminars, conferences and other events to communicate equality, diversity and inclusion principles to staff, stakeholders and members of the football community as appropriate
- Make a constructive and proactive contribution to the implementation and formulation of all policies to take into account relevant EDII issues
- Produce reports providing advice/ creative solutions for consideration at committees to meet FAW accountability/obligations/ best practice and then, whenever appropriate, facilitating their implementation.
- Evaluate existing processes and programmes using Equality Impact Assessments, keeping abreast of feedback and broader external developments to ensure that innovative solutions are proposed to senior management.
- Manage the provision of online mandatory EDI staff training
- Attend national training and personal development events to keep abreast with EDII issues
- Liaison with charities and other partners to assist with our EDII work, for example Mind, Stonewall and Show Racism the Red Card etc
- Attend, lead and/or develop local and regional meetings relating to the EDII agenda, networking appropriately
- Oversee the FAW Integrity Education Programme including; regularly organising educational workshops and resources for relevant stakeholders.
- Act as the primary point of contact for any match-fixing and betting related issues.
- Lead investigations into any potential breaches of the FAW Integrity rules / regulations.
- Apply for the annual financial incentive from UEFA for integrity-related activities.

You will from time to time be required to undertake other duties of a similar nature as reasonably required.

Skills & Competencies

- Educated to degree level or equivalent work experience.
- At least two years' experience working in a professional environment on equality, diversity, inclusion and integrity issues, or related experience.
- Exceptional understanding of, keen interest in, and demonstrable commitment to equality, diversity, inclusion and integrity, as well as wider corporate social responsibility matters.
- Experience in Policy development and implementation.
- Ability to think innovatively, take initiative, put ideas into action, and complete projects as a result of these ideas.
- Ability to manage and prioritise a complex, high profile and demanding workload
- Effective at building relationships and maintaining those relationships, both internal and external
- Experience of Microsoft applications, for example Word, Excel and Outlook are essential.
- Excellent written and verbal communication skills.
- Strong interpersonal skills.
- Must be self-motivated.
- Demonstrate flexibility.
- Show willingness to learn.
- Demonstrate attention to detail.
- Excellent organisational skills.
- Excellent influencing skills
- Discretion, ability to keep information secure, and respect for confidentiality
- The ability to work as part of a team but also without supervision.
- The ability to work outside of normal working hours.

- Knowledge and understanding of domestic football in Wales (advantageous).
- The ability to speak Welsh (advantageous).
- Knowledge of DBS processes & relevant legislation (advantageous)
- Knowledge of the Laws of the Game (advantageous)

The position is full time and based at the FAW Offices in Cardiff. The post holder will be required at times to perform their duties or additional work or attend training outside of normal office hours and/or in different locations, either domestically or internationally, at the discretion of the Head of Compliance.

EQUAL OPPORTUNITIES

The FAW integrates equality of opportunity into all aspects of its business including appointments. The principles of fair and open competition will apply, and appointments will be made on merit.

APPLICATIONS

- Applicants must send their current curriculum vitae supported by an accompanying letter detailing:
 - why the applicant believes they are a suitable candidate for the post;
 - details of current salary.
- Applications should be sent to Miss Sian Jones (sian.jones@faw.co.uk) clearly marking the subject of the email: Equality Diversity Inclusion & Integrity Manager
- Deadline for submission – Monday 10 February 2020.
- All interviews will be held at the FAW Offices, Cardiff.

The appointment of the successful candidate will be subject to an enhanced DBS check and two professional / personal references, to the satisfaction of the FAW.