

**JOB TITLE**

Head of Inclusion

**DEPARTMENT**

People &amp; Talent

**RESPONSIBLE TO**

Head of People &amp; Talent

**RESPONSIBLE FOR**

Inclusion Project Officer

**JOB SUMMARY**

Proactively manage and promote inclusion to ensure all departments and practices meet requirements and remain compliant with legislation by way of training, implementing and embedding best practice throughout the Club.

**MANAGEMENT RESPONSIBILITIES**

- Ensure a fit for purpose, individual and departmental Continuous Professional Development programme is in place for all staff;
- Ensure all direct report staff maintain the appropriate qualifications and that CPD and DBS requirements are undertaken on an annual basis or as required;
- Conduct appraisals with all direct reports in line with appraisal scheme requirements.

**ROLE RESPONSIBILITIES**

- Overall responsibility for the development and implementation of the inclusion strategy;
- Promote a culture of inclusivity by embedding and advising best practice through effective communication and delivery of inclusion training for all staff, to include development of induction training for new staff;
- Review, as required, implement and embed the inclusion policy and procedures, completing impact assessments as standard and reviewing of all relevant Club policies to ensure they are all inclusive;
- Drive the Clubs commitment to achieving successful compliance with standards, as set out by the relevant league, providing leadership throughout each period of assessment and robust evidence to deadline;
- Maintain a thorough knowledge and understanding of the standards at all times, ensuring all areas are met or exceeded at each internal and / or external assessment;
- Effectively lead and communicate departmental projects ensuring strategies are agreed, project managed and budgets for each project are maintained;
- Identify opportunities for increasing awareness of inclusion across the Club;
- Represent the Club at external events, developing relationships with businesses to raise the profile of the Club as an inclusive employer;
- Lead on equality incidents, allegations and concerns, ensuring effective communications with relevant staff at all times and maintaining accurate confidential records;
- Manage direct report/s workload effectively to ensure project deadlines are maintained;
- Work closely with the Head of Safeguarding and Welfare to ensure alignment of Club practices through effective line management of Safeguarding, Welfare and Equality Officers;



### RESPONSIBILITIES CONTINUED

- Support the HR Department with recruitment to create a brand that appeals to diverse applicants and ensure hiring practices are bias free;
- Increase interaction of the Inclusion department on the Clubs internal communications system to include sharing news of projects, opportunities, groups and good new stories;
- Operate as a Disabled Access Officer / Safeguarding Officer / Welfare Officer for the Club;
- Act as Investigations and / or Discipline Officer as appointed;
- Any other reasonable duties.

### ROLE REQUIREMENTS

- Perform duties with due regard to club policies and procedures and legislative requirements at all times;
- Ensure implementation of the clubs health & safety, safeguarding, welfare and equality policies to create a safe working environment for all;
- Ensure working practices are compliant with relevant legislation and data protection legislation and/or general data protection regulations (GDPR) requirements;
- Undertake continuous professional development (CPD) training and/or additional training as identified or as required.

### QUALIFICATION & TRAINING

#### Essential

- GCSE English & Maths at grade C or above
- Degree level education, or relevant experience, in a similar subject (economics, social science);
- Equality / Inclusion training;
- Training qualification or certificate.

#### Desirable

- Qualification in a related field;
- Train the Trainer qualified and or hold tutor status.

### KNOWLEDGE, SKILLS & EXPERIENCE

#### Essential

- Previous experience in a similar role;
- Excellent mentoring, coaching and people management skills;
- Training and development focused;
- Project management and report writing experience;
- Excellent communication, verbal & written skills;
- Complaint handling experience.

#### Desirable

- Previous experience working in a similar industry and environment;
- Understanding of league equality/inclusion standards;
- Experience working with different cultures and societies;
- Full driving license (preferably clean).



### CRIMINAL RECORD CHECK REQUIREMENT

This role requires a criminal records check (CRC) deemed suitable by the Club, at the following level; enhanced with BLC.

Where a role requires a CRC this must be obtained by the Club. The requirement of a CRC for this role is due to responsibilities relating to children under the age of 18 years and/or adults at risk of harm

### GENERAL STATEMENT

All employees of the Club must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

### SAFEGUARDING & WELFARE STATEMENT

The Club is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Club to share and endorse this commitment.

As part of this commitment, all staff are expected to undertake regular safeguarding and welfare related training and to ensure the environments in which they work remain safe at all times. This includes ensuring 'best practices' are adopted at all times and incidents or concerns are proactively reported. Safeguarding is considered everybody's responsibility.

### EQUALITY, DIVERSITY & INCLUSION STATEMENT

The Club is committed to equality, diversity and inclusion, encapsulated by the Club's brand United As One, and believes in equal opportunities for all. We expect that all staff, volunteers and others associated with the Club share and endorse this commitment in a positive manner. The club does not tolerate any form of direct or indirect discrimination, victimisation or harassment. Your behaviour must align to the principles of equality as outlined in the Clubs equality policy which can be found at [www.nufc.co.uk/UnitedAsOne](http://www.nufc.co.uk/UnitedAsOne) .