

Equalities and Diversity Officer

Volunteer role

Whitehawk is located in the thriving and diverse city of Brighton. We want to ensure that the club is open, accessible and welcoming to all, as well as recognised within football as a leader in this area. The Club wishes to continue to build a diverse volunteer and fanbase, confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnicity, religion or belief, ability or disability, pregnancy or maternity and encourage equal opportunities in all aspects of our club.

Reporting to the Chairman and club committee/board

- Development of our equalities and diversity strategy with clear objectives both internally and externally covering the short, medium and long term with a view to achieving external recognition of the excellence of Whitehawk FC's approach to equalities and diversity
- Bring people together from across the club to deliver the equalities and diversity strategy
- Identify and coordinate a programme of events that will demonstrate our commitment to improving equalities and diversity
- Undertake training and keep up to date with developments in equalities and diversity
- Attend key events relating to inclusion and diversity on behalf of the club with Isthmian League, The FA, Kick it Out and others
- Share best practice on all areas of equalities and diversity, as well as advise on incorporation into the relevant club policies and procedures
- Ensure the club is compliant with the relevant equalities and diversity standards including those developed by the Isthmian Football League, Sussex FA and the FA
- Develop existing and new relationships with key stakeholder groups within football and in the local area, including key representatives from Brighton & Hove city council, to support relevant strategies
- Develop equalities and diversity awareness and communication programmes for employees, volunteers and fans, working with key organisations such as the Isthmian Football League, the FA, Kick it Out and others where appropriate
- Work with the club officers to ensure that any incidents of behaviour that are not acceptable to our code of conduct are dealt with appropriately
- Work with the head of commercial and marketing to analyse supporter data and identify interventions to meet key targets for increasing diversity and encouraging new fans to attend Whitehawk FC matches

- Work with the head of commercial and marketing to identify key opportunities with current and prospective club partners where there may be alignment with our inclusion focus
- Work with the media team to share good news stories relating to equalities and diversity from our employees, volunteers, fan base and the wider community
- Identify key measurements and monitor and evaluate progress, reporting to the committee/board as required

General Club Accountabilities

- Ensure compliance with all relevant club policies, including health and safety and data regulations (GDRP and PECR)
- Ensure compliance with all relevant legal, regulatory, ethical and social requirements
- Build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing Whitehawk FC and exemplifying the club's values
- Keep confidential any information gained regarding the club and its personnel

Person Specification - desirable

- An understanding of the equality and diversity challenges in non-league football
- An understanding of inclusion and anti-discrimination programmes in football
- Experience of equalities and diversity work
- An understanding of community engagement linked to sport and education
- Good written and spoken communication skills
- Confident working alongside club officers and managing external stakeholder relationships
- Ability to use initiative with minimal supervision
- Committed to the quality of projects from inception to completion
- Good organisational skills
- Flexibility and willingness to take on ad-hoc tasks
- Comfortable working independently but also a good team player