



scottishathletics Limited

Information for applicants for the position of

**Equality and Diversity Advisory Group Member
(3 posts - voluntary)**

Introduction

“Perform When It Counts” is the strategy for **scottishathletics** – the Governing Body for Athletics in Scotland, covering the period 2015 to 2019. It is very deliberately positioned as a high-level strategy providing aspiration, leadership, structure, and shaping the resources and work of **scottishathletics**. It builds on a successful phase of development and achievement from 2010 to 2014, with more success being achieved in 2015, 2016 and 2017.

Perform When It Counts is all about achieving and delivering excellence at all levels of athletics – for all, and across all disciplines of the sport. This integrated approach is central to the philosophy behind the strategy.

There are 152 athletic clubs in Scotland with a total membership of around 24,000. The clubs vary in size from small informal clubs with a handful of members to long-established clubs whose membership exceeds 600. Some clubs specialise in particular disciplines, and others cater for all aspects of athletics. In addition, there are 450 **jogscotland** groups and 40,000 members. The **jogscotland** programme of activities is delivered in partnership between **scottishathletics** and the Scottish Association for Mental Health (SAMH).

Our Vision

Perform When It Counts further details the role that **scottishathletics** will play in the period 2015 to 2019 to realise our Vision:

Lead, develop and deliver the athlete pathway in all communities in Scotland, ensuring that it:

- Provides opportunities for all in learning, competing and contributing – at the level that is appropriate for them
- Identifies and supports athletes with potential to perform on the world stage
- Supports strong and sustainable clubs at the centre of development and delivery
- Motivates and supports our coaching community to excel at all levels
- Provides the right competition at the right level within the right environment
- Recruits and retains more people within the athletics community – performing in all roles
- Is resourced, managed, and governed to an excellent standard

scottishathletics is fully committed to equality and ensuring that athletics is accessible to all including all characteristics held and protected by the Equality Act 2010. We endorse the principle of sports equality and will strive to ensure that everyone who wishes to be involved in athletics (in all its disciplines and forms), whether as athletes, casual participants, club members, officials, volunteers, coaches, office-bearers in clubs or those within the governance structure of **scottishathletics**:

- has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, socioeconomic status or sexual orientation; and
- can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

scottishathletics is committed to avoid and eliminate unfair discrimination of any kind in athletics, taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully.

The Role

Our commitment has already shown signs of success, and in 2016, we were successfully accredited with the Intermediate level of the UK Equality Standard for Sport.

As part of our ongoing work to uphold the principles and values of equality across our sport, we are currently seeking to establish an Equality and Diversity Advisory Group to assist us in leading the way. As part of this process, we are seeking to recruit three members who are committed and passionate about equality from a variety of backgrounds, experiences and perspectives, to form this Equality and Diversity Advisory Group.

The Group's remit is to provide advice and guidance on all equality matters, ensuring practical, strategic and operational support is sustained for the development and delivery of our Equality Action plan, in addition to supporting our Staff Equality Working Group and Board Members in relation to equality and diversity.

The enclosed information and guidance, provides further contextual background, and we look forward to hearing from you.

As a member of the Equality and Diversity Advisory Group, you will offer advice on all matters of equality, and specifically on one or more of the UK Equality Act 2010 protected characteristics. We are seeking expert candidates with significant knowledge or experience operating at a strategic level in either the private, public or third sectors; further information can be found within the Member Role profiles.

It is envisaged an Equality and Diversity Advisory Group member will serve for an initial period of two years. Meetings will take place quarterly at the Scottish Athletics offices, Caledonia House, South Gyle, Edinburgh EH12 9DQ, either during office hours or in the evenings, with a requirement for occasional additional visits, events and meetings.

This role is a great opportunity to help make a real difference to ensuring that athletics is a sport for all.

Salary

This is a voluntary position. Travel will be reimbursed at **scottishathletics** current rates.

Staff

scottishathletics employs 27 members of staff and 32 Club Together Officers.

The Role and Responsibilities of Equality and Diversity Advisory Group Member

Responsible to: The Board

Responsible for: Provide Advice and guidance on all equality matters, ensuring a practical, strategic and operational support is sustained for the development and Diversity Action Plan, in addition to supporting our Equality Working Group and Board members in relation to equality and diversity.

Key tasks will include:

- Steer, advise and challenge where appropriate the Board of Directors and all decision-making bodies within **scottishathletics** on all equality matters
- Develop and drive forward the **scottishathletics** Equality Action Plan and review the company's performance against those objectives.
- Oversee the development and implementation of **scottishathletics** equality and diversity agenda within the wider strategic and legislative environment.
- Provide support and guidance to the **scottishathletics** Equality Working Group in relation to their plans and activities.
- Act as an ambassador for Equality and Diversity in **scottishathletics** promoting and embodying our values, attending relevant meetings and events as appropriate.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	<ul style="list-style-type: none">• Knowledge, understanding and experience of the key legislation aspects of inclusion and diversity• A knowledge and understanding of equality and diversity:<ul style="list-style-type: none">○ The different protected characteristics○ Emerging equality and rights issues (both nationally and locally)○ Community issues	<ul style="list-style-type: none">• An understanding of Scottish Sport or athletics

	<ul style="list-style-type: none"> • Experience of working with diverse groups and individuals who have equality backgrounds • Proven experience of working collaboratively and the ability to question, debate and challenge constructively 	
Work and other experience	<ul style="list-style-type: none"> • Experience of community programme planning, implementation and delivery • Understanding of the barriers facing underrepresented groups in sport • Recruitment, development and support of volunteers • Proven track record of developing effective partnerships 	<ul style="list-style-type: none"> • Professional use of social media • Experience of working on a Committee • Knowledge and understanding of Equality Impact Assessments and their link to the Operational planning
Skills	<ul style="list-style-type: none"> • Excellent presentation, written and verbal communication skills • Sound administration and information technology skills • Ability to build relationships with colleagues both within scottishathletics and its partners • Ability to self-manage and work proactively across multiple projects and deliver projects to required time scales • Team player with the ability to work well with others • Able to identify key issues and barriers that may help to promote athletics through inclusion and diversity projects • A champion of inclusion and diversity • A strategic thinker, who is capable of guiding practical implementation 	<ul style="list-style-type: none"> • Initiate and develop practices, analyse and use judgement to identify best solutions
Disposition and Personal qualities	<ul style="list-style-type: none"> • Strong team player • Enthusiastic, energetic, hardworking and reliable • Positive attitude towards the requirement of the role • Resilient and determined • Approachable 	<ul style="list-style-type: none"> • A keen interest in sport

Any questions regarding the post should be directed to **scottishathletics** Equalities Officer, Francesca Snitjer at francesca.snitjer@scottishathletics.org.uk

Application Process

Applicants should apply by submitting:

- **Application form** (personal details and references)
- **CV & Covering letter** (addressing how the applicant's skills and expertise fit with the job role and person specification)
- **Equal opportunities form** (this form is separated from application when received and will remain anonymous, confidential, and will not form part of the selection process)

marked "private and confidential", to Dawn Allan, Head of Operations (or email to dawn.allan@scottishathletics.org.uk) at

scottishathletics Limited
Caledonia House
South Gyle
Edinburgh
EH12 9DQ

The closing date for applications is **noon on Monday 9th April 2018** with interviews taking place the week commencing Monday 23rd April. Applications received after the closing date will not be considered.

Any offer of a position would be subject to a satisfactory PVG check and references.

scottishathletics is an equal opportunities employer.

