

Role and Responsibilities of the Scottish Athletics Equality and Diversity Advisory Group Chair.

Responsible to: The Board

Responsible for: Leading the Advisory Group to provide advice and guidance on all EDI matters, ensuring a practical, strategic and operational support is sustained for the development of the Diversity Action Plan, in addition to supporting our Equality Working Group and Board members in relation to EDI.

The key duties and responsibilities include:

- With support from the Scottish Athletics Equalities Officer, lead on the Advisory Group to develop and drive forward the **scottishathletics** Equality Action Plan.
- To Chair Advisory Group Meetings (at least four times a year) and provide leadership to the Advisory Group Members to:
 - 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** EDI 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 EDI in **scottishathletics** promoting and embodying our values, attending relevant meetings and events as appropriate.
 - Report to the Board on a quarterly basis on the Group's activities, highlighting achievements and escalating risks and issues as appropriate.
 - In collaboration with staff, recruit and induct members onto the Group as required.
 - Conduct periodic reviews on the effectiveness of the Group and its members, and implement improvements as necessary.

Candidate Specification

| FACTORS | ESSENTIAL | DESIRABLE |
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| <p>Qualifications and attainments</p> | <ul style="list-style-type: none"> • Knowledge, understanding and experience of the key legislation aspects of EDI • Extensive knowledge and understanding of EDI: <ul style="list-style-type: none"> ○ The different protected characteristics ○ Emerging equality and rights issues (both nationally and locally) ○ Social and Community issues • Experience of working with diverse groups and people from diverse backgrounds • Demonstrable commitment to the vision, mission and values of Scottish Athletics including to EDI. • Proven experience of working collaboratively and the ability to navigate complex and sensitive issues with tact, diplomacy, and empathy. | <ul style="list-style-type: none"> • Previous experience as Chair of a Committee/Board/Group • An understanding of Scottish Sport or athletics |
| <p>Work and other experience</p> | <ul style="list-style-type: none"> • 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 community programme planning, implementation and delivery • Experience of working on a Committee, preferably as Chair • Knowledge and understanding of Equality Impact Assessments and their link to the Operational planning |

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| <p>Skills</p> | <ul style="list-style-type: none"> • Ability to lead the Group to ensure that it performs effectively • 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 |
| <p>Disposition and personal qualities</p> | <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 |

Application Process

Applicants should apply by submitting a CV, a covering letter (addressing how the applicant's skills and expertise fit with the job role and candidate specification) and the equal opportunities form, to hr@scottishathletics.org.uk.

The **closing date for applications is noon on Monday 8th July 2024**, with interviews taking place the weeks commencing 29th July and 5th August 2024, either online or at Caledonia House, South Gyle, Edinburgh, EH12 9DQ.

Incomplete applications and those received after the closing date will not be considered.

scottishathletics is an equal opportunities employer.