NEWPORT COUNTY AFC
RODNEY PARADE
RODNEY ROAD
NEWPORT
NP19 0UU
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COMPANY REGISTRATION NO: 02395863

EQUALITY, DIVERSITY & INCLUSION LEAD
VOLUNTEER ROLE DESCRIPTION

Role: Equality, Diversity & Inclusion Lead
Organisation: Newport County AFC
Position Type: Voluntary
Reports to: Club Secretary
Location: Rodney Parade, Newport, with attendance at relevant Club activities and events as required.

Role Purpose

Newport County AFC is committed to creating an inclusive, welcoming and accessible environment for everyone involved with the Football Club, including supporters, players, staff, volunteers and the wider community.

The EDI Lead will play a key role in supporting, coordinating and developing the Club's Equality, Diversity & Inclusion strategy, ensuring that equality, diversity and inclusion are embedded throughout the organisation.

A key responsibility of the role will be leading the Club's ongoing development, implementation and submission of its work under the English Football League's (EFL) Equality, Diversity & Inclusion Code of Practice, supporting the Club in meeting the relevant standards and identifying opportunities for continuous improvement.

Key Responsibilities

1. EFL Equality, Diversity & Inclusion Code of Practice

- Lead on the Club's annual EFL Equality, Diversity & Inclusion Code of Practice submission.
- Coordinate the collection of relevant evidence, documentation and information required to demonstrate the Club's progress against the Code.
- Work with relevant departments and individuals across the Club to ensure that EDI commitments and actions are being delivered.
- Monitor the Club's progress against the Code's requirements and identify areas requiring further development.
- Develop and maintain an EDI action plan, setting out key priorities, objectives and measurable outcomes.
- Keep up to date with changes to EFL requirements, guidance and best practice.

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2. EDI Strategy and Development

- Support the development and implementation of the Club's EDI strategy and associated policies.
- Identify opportunities to improve equality, diversity and inclusion across all areas of the Football Club.
- Promote a culture in which discrimination, harassment, bullying and inappropriate behaviour are not tolerated.
- Review existing practices and recommend improvements where appropriate.
- Encourage the integration of EDI principles into the Club's wider operations and decision-making.

3. Awareness, Campaigns and Engagement

- Coordinate and support the Club's involvement in relevant EDI campaigns and initiatives, including those promoted by the EFL, The FA and other football organisations.
- Help plan and deliver activities recognising key awareness dates and events throughout the football calendar.
- Support initiatives that promote inclusion and challenge discrimination, both within football and the wider community.
- Work with the Club's media and communications team to promote EDI initiatives and demonstrate the Club's commitment to equality and inclusion.
- Encourage positive engagement with supporters, staff and the local community on EDI matters.

4. Policies, Training and Education

- Assist with the review and development of relevant EDI policies, procedures and guidance.
- Identify opportunities for EDI awareness training and education for staff, players and volunteers.
- Promote awareness of the Club's responsibilities and expectations regarding equality and inclusion.
- Support the implementation of relevant EFL, FA and other governing body guidance.

5. Community and Stakeholder Engagement

- Support the development of relationships with relevant local organisations, charities, community groups and inclusion partners.
- Identify opportunities for Newport County AFC to work collaboratively with organisations promoting equality and inclusion.
- Help ensure the Club's EDI work reflects the needs and diversity of its local community.
- Support initiatives that encourage participation and engagement from underrepresented groups.

6. Monitoring and Reporting

- Maintain records of the Club's EDI activities, initiatives and progress against agreed objectives.
- Provide regular updates to the Club Secretary and relevant senior personnel.
- Identify challenges, areas of risk and opportunities for improvement.
- Assist with the preparation of reports and evidence for internal reviews and external governing body requirements.

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Person Specification

Essential

- A genuine interest in equality, diversity and inclusion within sport and the wider community.
- Good organisational and administrative skills.
- Strong written and verbal communication skills.
- Ability to work collaboratively with individuals across different departments and backgrounds.
- Ability to manage tasks independently and take ownership of agreed responsibilities.
- A proactive approach and willingness to identify opportunities for improvement.
- Good attention to detail, particularly when preparing documentation and reports.

Desirable

- Previous experience or involvement in an EDI, equality or inclusion-related role.
- Knowledge of equality legislation and relevant best practice.
- An understanding of the professional football environment and the challenges surrounding inclusion in sport.
- Experience working with governing body requirements, accreditation schemes or codes of practice.
- Experience coordinating campaigns, projects or community initiatives.
- Familiarity with the EFL Equality, Diversity & Inclusion Code of Practice.

Time Commitment and Working Arrangements

This is a voluntary position, with no salary attached.
The role will offer flexibility around the individual's availability, with an agreed level of regular involvement to ensure the Club's EDI commitments and responsibilities are being progressed.
The successful candidate will be expected to:

- Maintain regular communication with the Club.
- Attend occasional meetings, either in person or remotely.
- Support relevant matchday activities and EDI campaigns where appropriate.
- Meet agreed deadlines, particularly in relation to the EFL Code of Practice submission.

What the Role Offers

- An opportunity to make a meaningful contribution to equality, diversity and inclusion within professional football.
- The opportunity to influence and help shape the Club's EDI strategy and activities.
- Experience working within a professional football club environment.
- The opportunity to develop relationships with football governing bodies, community organisations and inclusion partners.
- The satisfaction of helping Newport County AFC create a more inclusive environment for everyone.

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Safeguarding Statement

Newport County AFC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore all convictions including spent convictions that have not been subject to filtering by the DBS should be declared".

Relevant information and / or documents will be distributed as part of the recruitment process.

EDI Statement

Newport County AFC Academy is committed to providing services which embrace diversity and that promote equality of opportunity.

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