

‘Moving to Inclusion’ Mentor Information

Job summary, job description, and person specification

Application

Please read the below and send a CV outlining how you meet the person specification and your skills and experience against the job description. Please send a covering letter outlining why you would be a great and inspiring mentor for organisations in their equality, diversity and inclusion journey by

Friday 26th May at 5pm to:

jo.pilgrim@sportstructures.com

Background information is outlined in a separate document and should also be considered when applying for this position.

Job Summary

The 5 Sports Councils are seeking to develop a UK Network of Equality, Diversity and Inclusion Mentors who can support sports organisations across the UK to use the new ‘Moving to Inclusion’ Framework. The mentors should have an in-depth knowledge and understanding of Equality, Diversity and Inclusion in a sport and physical activity context in relation to all protected characteristics and under-represented groups. The mentors will play a key role in facilitating, mentoring and coaching sports organisations to continually improve their equality, diversity and inclusive practice. The mentors will support the following:

- self-reflection to take place in a safe and honest way
- understanding of the organisation’s priorities following self-reflection
- development of the **Continuous Improvement Plan**, this may be linked to your Governance or other EDI documents
- links to external support e.g., equality partners, peer to peer, good practice communities
- facilitation of group discussions and peer to peer support

The mentors will attend regular sessions with the organisation both virtually, face to face and one-to-one or groups to support the organisational needs in this area of work.

Mentors will need to demonstrate the ability to challenge organisations appropriately and support them to produce ambitious Continuous Improvement Plans to drive change in equality, diversity and inclusion.

Job Description

- To provide self-reflection support for organisations against the framework diagnostic tool
- To support organisations to identify their priorities following self-reflection
- To link and signpost to external support where appropriate
- To help partners develop an ambitious Continuous Improvement Plan (CIP) to deliver greater Equality, Diversity and Inclusion within their organisation
- To create and model interactive, positive and supportive environments to allow organisations to improve around Equality, Diversity and Inclusion both face to face and virtually using appropriate technology
- To be agile and flexible in responding to the bespoke needs of the partner organisation

- To communicate effectively and develop positive relationships both with the Sports Councils and the partner organisations
- To ensure timely, efficient and accurate completion of mentoring related administration

Job title:	Moving to Inclusion Mentor
Salary:	£650 per day plus travel expenses
Hours of working:	Contracted hours per organisation or groups of organisations
Persons responsible to:	Sport Structures / Sports Council
Location:	Mixture of face to face and virtual meetings
Benefits:	Orientation for mentor programme Training for mentor programme Support and quality assurance from peers, Sport Structures and access to a community of practice with other mentors
Special conditions	Home-working and some out-of-office-hours working at weekends and evenings. Attendance at meetings/events may be required outside of normal office hours.
Job closing date:	Friday 26 th May 2023 at 5pm
Candidates notified and tasks set for interview and orientation day	By Friday 2 nd June 2023
Face to Face interview and orientation	Tuesday 13 th June 2023 10am - 4pm Edgbaston Face to Face allowing candidates to be orientated on the framework, the different approaches from sports councils and an understanding of the mentor role. Candidates will deliver some tasks to be assessed for their suitability of the role. No expenses or payment available.
Face to face training	Wednesday 21 st June – North of the UK 10am – 3pm Tuesday 27 th June South of the UK 10am – 3pm The training will consider the skills needed to be a successful mentor and consider real life scenarios and how mentors may respond to different challenges Only one day needs to be attended, mentors can choose based on geography or availability. Reasonable expenses will be covered, and a half day fee will be paid for the face-to-face training

Person Specification

The Sports Councils are looking for highly motivated people who share their enthusiasm for equality, diversity, and inclusion.

They are seeking to recruit individuals with mentoring experience and an understanding of the challenges that organisations may face when changing their culture and the way they work.

You will need to show commitment to achieve and drive change whilst challenging and bringing people and organisations with you.

Experience	Essential (E)/ Desirable (D)	Assessment method
Experience of mentoring organisations or individuals to continually improve	E	AP/I
Experience of working with sports organisations across the UK	D	AP/I
Skills & Abilities		
Excellent interpersonal skills	E	AP/I
A flexible and proactive approach to problem-solving	E	AP/I
A variety of mentoring and coaching approaches to facilitate continual improvement	E	AP/I/O
Mentor/coach in different environments	E	AP/I
Work independently and as part of a team	E	AP/I
Manage a group effectively and engage others by creating a positive environment	E	AP/I
Communicate effectively with a wide range of people using different communication styles to aid learning	E	AP/I
Analyse/assess an organisation's performance and identify potential pathways for development	E	AP/I
Competence in the use of technology, including Microsoft Office and virtual platforms	E	AP/I
Knowledge and understanding		
Up-to-date working knowledge and experience of best practice in mentoring and coaching	E	AP/I
A good working knowledge of the Equality Act 2010, safeguarding and health and safety regulations.	E	AP/I
Qualifications		
An appropriate mentoring or coaching qualification	D	AP/I
A valid safeguarding training certificate (e.g., NSPCC, UK Coaching)	E	AP/I
AP – Application process, I – Interview, R – Reference, O – Observation		

The Sports Councils are committed to a policy of equal opportunity for all. Their aim is to have a diverse workforce supporting the new Moving to Inclusion Framework and applications from all suitably qualified individuals are welcome.

Candidates will be recruited through an open and transparent process.



Candidates who meet the above criteria will be invited to interview to explore their understanding of the mentor role and to show their skills in mentoring.

Following completion of all training, mentors are graded as follows and will become part of a team that is quality assured by Sport Structures internal verifiers.

- Independent
- Requires initial observation – this will require a discussion on how to move forward with Quality Assurance staff

Mentors will be continually quality assured and supported in their development via:

- Observation and feedback
- Moderated feedback from partner organisations
- A community of practice with other mentors to share practice and solutions

All mentors will be expected to support at least 2 organisations or groups within a 12-month period to fulfil the requirements of the role. Deployments will be managed to ensure mentors have those opportunities.