COMMITTEE ROLE DESCRIPTION - EQUALITY, DIVERSITY AND INCLUSION LEAD

ENGLAND HOCKEY

EQUALITY, DIVERSITY AND INCLUSION LEAD

Role purpose

The Equality, Diversity and Inclusion Lead supports the Club in creating an accessible, inclusive and welcoming environment.

Accountable to

The Committee.

Key responsibilities

The role holder will:

- Promote equality, diversity and inclusion across the Club.
- Support the implementation of the Club's equality policy.
- Identify barriers to membership, volunteering and participation.
- Support reasonable adjustments and inclusive practices.
- Review communications, facilities and activities from an inclusion perspective.
- Support consultation with underrepresented groups.
- Provide advice to the Committee on equality-related risks and opportunities.
- Work with the Welfare Officer where concerns overlap with safeguarding.
- Monitor complaints or feedback relating to discrimination or exclusion.
- Support relevant education, awareness and training.
- Encourage the use of inclusive language and imagery.
- Contribute to the Club's development plans and membership strategy.
- Support compliance with relevant England Hockey equality, diversity and inclusion requirements.

Skills and attributes

The role holder should demonstrate:

- A strong commitment to fairness and inclusion.
- Good listening and communication skills.
- The confidence to challenge exclusionary practice.
- Sensitivity and sound judgement.
- An understanding of barriers to participation.

Estimated time commitment

Approximately [insert number] hours per month.

Appointment, Term of Office and Review

Each role holder will be appointed or elected in accordance with the Club's governing document.

The normal term of office will be [insert term], subject to any limits set out in the governing document.

Role holders may be required to:

- Complete an application or nomination process.
- Declare conflicts of interest.
- Sign the Committee Code of Conduct.
- Complete relevant induction and training.
- Undertake a DBS check where the role is eligible and required.
- Complete registration or approval processes required by England Hockey.
- Participate in an annual role review.

Role descriptions should be reviewed:

- At least every [two/three] years.
- Following a change to the governing document.
- Where responsibilities significantly change.
- Following a serious incident or governance review.
- When required by England Hockey.

Handover Requirements

At the end of a term, each role holder should provide an appropriate handover, including:

- Current priorities and outstanding actions.
- Relevant records and documents.
- Account access and passwords using a secure process.
- Contact details for key stakeholders.
- Upcoming deadlines.
- Known risks or unresolved matters.
- England Hockey submissions, registrations or actions that remain outstanding.
- Equipment, keys or assets held on behalf of the Club.

No outgoing role holder should retain Club records, personal data, passwords or property after their authority has ended.