



Kent Netball Management Committee Role Description

EQUITY, DIVERSITY AND INCLUSION OFFICER

This role description should be read in conjunction with the Kent Netball Management Committee - Roles, Skills and Personal Qualities document which outlines the requirements of all KNMC officers and includes definitions of the abbreviations contained herein.

1. Overview

The Equity, Diversity and Inclusion (ED&I) Officer:

- reports to the Chairperson;
- must be over 18 years of age and a full Member of England Netball/Kent Netball;
- drives equality, diversity and inclusion in Kent Netball;
- represents the organisation in a professional manner and to uphold standards of conduct; and
- is the Chair of the ED&I Subcommittee; and
- holds the following voting rights:
 - one vote at meetings of the KNMC
 - one vote in one capacity at the AGM
 - once casting vote at meetings of the ED&I Subcommittee.

2. Recruitment

Kent Netball is committed to recruiting the best person for each vacancy based on skillset/experience. No volunteer or potential volunteer shall receive less favourable treatment or consideration during recruitment on the grounds of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability or marital status. Recruitment shall be made in line with the Kent Netball Recruitment Policy and the Kent Netball Equality, Diversity, Inclusion and Equity Policy.

The ED&I Officer is an elected role with Expressions of Interest and elections held in line with the Kent Netball Constitution.

All elected members of the KNMC may serve for two years and may offer themselves for re-election at the AGM at the end of that term.

KNMC volunteers are expected to carry out the role to the best of their ability, to act with professionalism and integrity, and always in the best interests of Kent Netball.

3. Role

The ED&I Officer's role is to:

- report to the Chairperson;
- be responsible for improving standards equality, diversity and inclusion within Kent Netball;

- liaise between the Region, Registered Member Leagues, Subcommittees and the KNMC;
- guide, coordinate, and chair meetings of the ED&I Subcommittee;
- prepare a report of the year's activities for the AGM;
- represent Kent Netball at the L&SE ED&I TSG; and
- champion the Inclusion & Diversity Award.

4. Qualifications, Experience and Competencies

It is essential that the ED&I Officer:

- meets the requirements of all KNMC officers as outlined in the Kent Netball Management Committee - Roles, Skills and Personal Qualities document;
- has enthusiasm with a good knowledge of netball; and
- is competent at speaking in public.

It is preferred that the ED&I Officer:

- has initiative and drive;
- has an appreciation of equality issues;
- has the ability to chair meetings; and
- has evidence of, or willingness to successfully undertake, safeguarding training.

5. Supervision and Support

The ED&I Officer is:

- supported more broadly by the KNMC; and
- new members of the KNMC will be allocated a Point of Contact/Mentor as part of their induction in line with the Kent Netball Recruitment Policy.

6. Relevant Contacts

ED&I Officer via Secretary	secretary@kentnetball.co.uk
Chairperson	chairperson@kentnetball.co.uk

7. Associated Documents

Kent Netball Code of Conduct
 Kent Netball Compliments and Complaints Policy
 Kent Netball Conflict of Interest Policy
 Kent Netball Constitution
 Kent Netball Equality, Inclusion, Diversity and Equity Policy
 Kent Netball Finance Policy
 Kent Netball Management Committee - Roles, Skills and Personal Qualities
 Kent Netball Privacy Notice
 Kent Netball Recognition Policy

Kent Netball Recruitment Policy
Kent Netball Terms of Reference

With reference to the Kent Netball Documents – Version Control Register for the latest version of these documents.

England Netball’s policies currently in force, particularly the Safeguarding Young People in Netball, Social Media and Whistleblowing policies, and the Disciplinary Rules & Regulations.

6. Review

The KNMC will review this Role Description at four-year intervals.

Amendments to the Role Description are permitted at any time following a decision of the KNMC, which must be minuted.