

## APPENDIX 9e:

# Role Description: Club Equity Officer

### i. Job Title

Club Equity Officer

### ii. Links to

All Club officials and members

### iii. Job Purpose

To ensure that equity, equality and equal opportunity is established, maintained and developed throughout the Club

### iv. Responsibilities and Duties

- Disseminating advice, guidance and support on equality relevant to disability and impairment
- Assessing community needs regarding disability and impairment, and guiding the Club towards provision of appropriate opportunity for their community
- Promoting changes within the Club to provide greater accessibility, opportunity and equity
- Communicating NGB/DSW systems for reporting any incidents of discrimination, and supporting the Equity Policy processes in responding to any incidents of discrimination
- Liaising with community groups and Local Authority staff regarding local need and demand
- Maintaining an up-to-date knowledge of anti-discriminatory legislation
- Keeping up to date with NGB and DSW guidance regarding best practice relating to Equity
- Presenting reports and recommendations to the Club committee regarding equity relating to disability and impairment
- Developing links with key professional bodies
- Taking a lead role in the co-ordination of training for the volunteer and Club staff to access relevant to equity, disability and impairment

#### v. Personal Specification

Essential:

- Awareness of legislation, government guidance and the Equality Act 2010
- Understanding of what constitutes equity, equality and equal opportunity
- Knowledge of Club/NGB/DSW Equity policy and procedures
- Adopt a person-centred approach
- Ability to promote and demonstrate anti-discriminatory practice
- Good communication skills