

Volunteer Chair - Inclusion Advisory Group

Thank you for considering coming to volunteer with us at Paddle UK. We hope this pack provides you with all the information needed to help you decide whether to apply. Before you get into the detail though, here are some headlines:

Salary: This is a voluntary role, however Paddle UK will cover reasonable travel and other expenses

Location: Meetings will be held remotely, with at least one meeting annually at the National Water Sports Centre in Nottingham or alternative venues as appropriate

Responsible To: Board of Paddle UK

Term: Three years, with a maximum of two terms

First meeting: Wednesday 11th June, in person at the Paddle UK offices at Holme Pierrepont

Role of the IAG

The Inclusion Advisory Group was first established in 2021, and has been an essential critical friend in the development and delivery of our inclusion strategy ([#WePaddleTogether - A Strategy for Equality, Diversity and Inclusion](#)). The purpose of the IAG is to champion diversity across paddlesport settings, and support the development of Paddle UK's inclusion agenda and strategy, as well as wider anti-discrimination topics. The IAG holds Paddle UK accountable to these goals and ambitions, as we take steps to address inequalities in our sport, and create a more inclusive environment.

The IAG is made up of a mix of independent and non-independent members. Independent members are those with relevant professional experience in this area, and may work in inclusion and diversity-focussed roles. Non-independent members may have a more general interest in equality, diversity and inclusion, but are active members of the paddling community.

The key functions of the IAG are to:

- Act as an advocate for Paddle UK promoting a culture of respect for diversity, and championing inclusion and anti-discrimination across paddle sports.
- Provide lived or professional experience-informed advice, guidance, and make recommendations on equality, diversity and inclusion matters.
- Provide lived or professional experience recommendations to strengthen the delivery of #WePaddleTogether - A Strategy for Equality, Diversity and Inclusion, and make suggestions for improvements to organisational delivery.
- Advise and comment on Paddle UK's submission of the Diversity and Inclusion Action Plan applications.
- Make recommendations on initiatives and approaches that contribute to reducing incidences of discrimination in any paddlesport setting.
- Advise on major equality, diversity and inclusion related programme or project plans.
- Advise on existing 'positive action' initiatives, identify where new plans could be implemented, and assist the organisation to understand the impact of such programmes.
- Review the profile of representation across our marketing and communications and advise on how we improve authentic representation across paddling.

We understand and value the importance of different voices, experiences, perspectives and backgrounds within all employed and volunteer workforces and are working to build an inclusive

environment for everyone. Our volunteer workforce is no different and we strongly encourage a diverse range of applications from members of all backgrounds.

Paddle UK

Paddle UK is the UK Governing Body for the sport and recreation of canoeing, stand up paddleboarding and kayaking. We currently employ around 105 staff with around half working within our World Class Performance Programme and England Talent Programme and the remainder within other areas of work including; Development, Coaching, Membership Services, Finance, People, Governance, Commercial, Digital & Marketing and Communications.

This is an exciting time to join us as we begin to deliver the ambitions laid out in our strategic plan for Paddle UK 2022–26. Find out more about our [Stronger Together 2 Strategy](#).

We are based in modern offices at the National Water Sports Centre in the Holme Pierrepont Country Park, Nottingham. In addition, we also operate a High Performance Centre at the 2012 Olympic site in Lee Valley.



Nottingham - National Watersports Centre



Lee Valley - White Water Centre

Our Values and Behaviours

Our Values and Behaviours are important to us as they help to guide our decision making in our day to day work. They are at the centre of everything that we do and how we treat each other. By demonstrating the behaviours that underpin our values we are all working to be the best we can be and helping to further improve our culture.

Every Person Matters	Striving for Excellence
Making time to listen and understand others Supporting people to grow and develop Treating others as we ourselves wish to be treated. Respecting diversity and being inclusive	Learning from our mistakes Being open-minded and embracing new ideas Seeking new ways and looking to constantly improve Producing high quality, accurate work
Always with Integrity	Enjoying the Journey
Doing what we say we are going to do Respecting our environment Being open and honest Being consistent and fair in our messaging	Celebrating success as a team Taking a friendly, enthusiastic approach. Taking time to switch off and refresh Setting realistic targets
Individually Committed	Stronger Together
Working proactively and taking the initiative	Working towards a common goal

Being punctual and ready Being focused on our work Having our own clear objectives and development plan	Sharing our knowledge and expertise Sharing the load and working as a team Respecting the priorities of others
---	--

Key Responsibilities

The Chair of the IAG is responsible for the overall support and leadership of the IAG, and is a crucial role in supporting an effective link between the organisation and the Group. Key elements of the role include:

- Chairing the Inclusion Advisory Group meetings, including contributing to and delivering agreed agendas
- Reporting to the Paddle UK Board when required on progress and actions
- Steering the Inclusion Advisory Group to help achieve strategic and inclusion-focused goals of the organisation
- Supporting the executive team to ensure positive engagement with IAG members and ensuring the IAG delivers its key functions well

Person Specification

The Chair shall be expected to have skills in the following areas:

1. Experience of chairing working groups or advisory groups, either inclusion-specific or otherwise
2. Have worked with diverse groups of people from a range of different protected characteristics
3. Have implemented action planning and working towards common strategic goals
4. Excellent interpersonal skills, and able to work effectively within a team or group environment
5. Able to lead a team, and support them to achieve goals
6. Able to provide constructive feedback, both to the organisation and to others within the group
7. Able to clearly communicate thoughts and ideas
8. Able to be creative with solutions and suggestions
9. Good IT skills
10. Able to analyse data (including report findings), identify key themes and trends around equality, diversity and inclusion in sport, and be able to present results, your insights and provide suggested ways to tackle trends
11. Understanding of the relevant legislation in regards to equality, diversity and inclusion

12. An understanding of the barriers that groups of under-represented groups may face in accessing sport and paddlesports
13. An understanding of how to apply an intersectional lens to the issues addressed by this Group

Personal Qualities:

14. Able to respond positively to a challenge.
15. Highly developed sense of personal integrity, fairness and independence.
16. Ability to relate well, empathise and communicate with a wide range of people.
17. Ability to compromise with others whose views do not match your own.
18. Flexible and adaptable, and able to meet changing priorities associated with the role.

Further Information

Paddle UK is an equal opportunities employer and the position of Chair is being openly recruited. It is anticipated that candidates will be diverse in their demographic, and we are actively looking to recruit members from a range of protected characteristics, backgrounds, circumstances and identities. We recognise that the IAG currently lacks representation from members from a range of ethnic backgrounds and those with disabilities, and encourage potential applicants from these backgrounds to apply.

If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to apply or attend an interview, please contact us.

You may be required to undergo and complete a satisfactory DBS check as a condition of your engagement as a volunteer. Therefore any offer of a role as a volunteer will remain conditional prior to the review and assessment of the circumstances of any offence that may be advised on your DBS certificate. For more information please refer to our recruitment policy for job applicants.

How to Apply

If you wish to apply for this role, please send your CV, cover letter and completed equality monitoring form for the attention of Nancy Squires to equality@paddleuk.org.uk by Friday 10th May 2024, by 5:00pm.

This should state:

- Your reasons for applying
- What you think you would bring to Paddle UK and the IAG with specific reference to the role details
- Any time when you will be unavailable to speak to us due to periods of holiday or other commitments.

We reserve the right to close this advertisement early if we receive a high volume of suitable applications. Therefore if you are interested in this role, we would encourage you to submit your application as early as possible.

“We are committed to safeguarding and promoting the welfare of everyone taking part in our sport, including children and young people, and expect the same commitment from all staff and volunteers.”

