

## Paddle UK Inclusion Advisory Group Information Pack

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. This pack contains information for anyone looking to join the IAG, including specific information about the roles currently being recruited for, the person profiles for each role, Paddle UK as an organisation, and how to apply (when recruitment is open).

We are currently recruiting for:

**Roles:** 1 x IAG Chair; 1 x Non-independent member

**Salary:** IAG roles are voluntary, 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:** Director of Governance

**Term:** A maximum of two terms, each two years

### 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 for all.

The purpose of the IAG, and key responsibilities of all IAG members are to:

- Act as an advocate for Paddle UK promoting a culture of respect for diversity, and championing inclusion and anti-discrimination across paddlesports.
- Provide lived or professional experience-informed advice, guidance, and make recommendations on equality, diversity and inclusion matters.
- Scrutinise and support the delivery of #WePaddleTogether - A Strategy for Equality, Diversity and Inclusion.
- 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.

You can find out more about what we're looking for in the Chair/Vice Chair and members roles in the pack below.

## IAG Member Roles

IAG members make up the majority of the Group, and there can be up to 12 members on the IAG at any given time, though this may change over time. The IAG is headed up by a Chair and a Vice Chair, and details of those roles can be found on the following page. You can find out more about the current IAG members [here](#).

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, but aren't necessarily involved in paddling. Non-independent members may have a more general interest in equality, diversity and inclusion, but are active members of the paddling community, as members, coaches, volunteers, athletes, and many other roles.

### Person Specification

We're looking for group members who have skills and experience in the following areas:

- Experience working with diverse groups of people from a range of different protected characteristics, either professionally or in a paddling setting
- Have implemented action planning and working towards common strategic goals
- Good interpersonal skills, and able to work effectively within a team or group environment
- Able to provide constructive feedback, both to the organisation and to others within the group
- Able to clearly communicate thoughts and ideas
- Able to be creative with solutions and suggestions
- Good IT skills
- Able to identify key themes and trends around equality, diversity and inclusion in sport, and be able to provide suggested ways to tackle them
- Understanding of the relevant legislation in regards to equality, diversity and inclusion
- An understanding of the barriers that groups of under-represented groups may face in accessing sport/paddlesports
- An understanding of how to apply an intersectional lens to the issues addressed by this Group

### Personal Qualities

We're looking for group members who have the following qualities and approaches:

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

## IAG Chair and Vice Chair Roles

### Key Responsibilities

The Chair and Vice Chair are responsible for the overall support and leadership of the IAG, and play a crucial role in supporting an effective link between the organisation and the Group. Key responsibilities 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 is expected to have skills in the following areas:

- Experience of chairing working groups or advisory groups, either inclusion-specific or otherwise
- Have worked with diverse groups of people from a range of different protected characteristics
- Have implemented action planning and working towards common strategic goals
- Excellent interpersonal skills, and able to work effectively within a team or group environment
- Able to lead a team, and support them to achieve goals
- Able to provide constructive feedback, both to the organisation and others within the group
- Able to clearly communicate thoughts and ideas
- Able to be creative with solutions and suggestions
- Good IT skills
- Able to analyse data (including report findings), identify key themes and trends around equality, diversity and inclusion in sport, and be able to present insights and suggested ways to tackle trends
- Understanding of the relevant legislation in regards to equality, diversity and inclusion
- An understanding of the barriers that groups of under-represented groups may face in accessing sport and paddlesports
- An understanding of how to apply an intersectional lens to the issues addressed by this Group

### Personal Qualities:

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

## Further Information and How to Apply

### 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.

<b>Every Person Matters</b> 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	<b>Striving for Excellence</b> Learning from our mistakes Being open-minded and embracing new ideas Seeking new ways and looking to constantly improve Producing high quality, accurate work
<b>Always with Integrity</b> Doing what we say we are going to do Respecting our environment Being open and honest Being consistent and fair in our messaging	<b>Enjoying the Journey</b> Celebrating success as a team Taking a friendly, enthusiastic approach. Taking time to switch off and refresh Setting realistic targets
<b>Individually Committed</b> Working proactively and taking the initiative Being punctual and ready Being focused on our work Having our own clear objectives and development plan	<b>Stronger Together</b> Working towards a common goal Sharing our knowledge and expertise Sharing the load and working as a team Respecting the priorities of others

## How to Apply

Paddle UK is an equal opportunities employer and these positions are 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.

If you wish to have an informal conversation about the Inclusion Advisory Group roles, please contact [equality@paddleuk.org.uk](mailto:equality@paddleuk.org.uk) to arrange this. To apply for the roles currently available (refer to the top of this pack for the currently available roles), please **submit your application [via this link](#) by 5:00pm on Friday 22nd November 2024**. The subject line should make reference to the role you are applying for.

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.”*

