



Role Description: Inclusion & Diversity Officer

Job Purpose

Leicestershire Rugby Union (LRU) is committed to creating a welcoming, inclusive and representative rugby environment across the county game. The Inclusion & Diversity Officer is a volunteer leadership role that will guide and support the development of inclusion and diversity activity across LRU, working with clubs, volunteers, committees and external partners to ensure local practice aligns with the Rugby Football Union's inclusion and diversity vision and criteria. The volunteer postholder will help drive positive cultural change, improve awareness, support inclusive leadership and broaden participation in rugby union across Leicestershire and Rutland.

Reporting Line

Appointment: Volunteer role

Reports to: Chair and Executive Committee, Leicestershire Rugby Union

Works closely with: Club leaders, safeguarding and disciplinary leads, volunteers, match officials, RFU staff and community partner

Key Purpose of the Role

The Inclusion & Diversity Officer will volunteer their time to support LRU in developing and implementing an inclusion and diversity plan that reflects RFU priorities across the game. This includes helping rugby better understand the experiences of participants, building a more inclusive culture within clubs and leadership structures.

Key Responsibilities

- Develop, support and help implement an LRU Inclusion & Diversity plan in line with the RFU's wider inclusion and diversity framework and local county priorities.
- Work with the President, Chair, Executive Committee and clubs to embed inclusive leadership and inclusive decision-making across LRU structures.
- Promote awareness of equality, diversity and inclusion across clubs, volunteers, coaches, referees, players and wider stakeholders.
- Present information, facilitate discussions and provide practical guidance to clubs and committees on inclusive practice and barriers to participation.

- Act as a point of contact within LRU on equality, diversity and inclusion matters and signpost colleagues to relevant RFU guidance, policies, toolkits and training.
- Identify, share and encourage best practice in inclusive recruitment, volunteer development, governance, communication and community engagement.
- Support initiatives that broaden participation and improve access for under-represented or underserved communities across the county game.
- Build productive relationships with external organisations, local community groups, education providers and relevant partners who can support the inclusion agenda.
- Encourage the use of education, training and awareness-raising opportunities to help clubs and volunteers better understand inclusive behaviours and legal responsibilities.
- Represent LRU in relevant RFU inclusion and diversity forums, cluster groups or working groups, ensuring effective two-way communication on progress and priorities.
- Monitor progress, gather feedback and contribute to reporting on inclusion and diversity actions, outcomes and areas for improvement.
- Attend relevant LRU Executive or management meetings and provide updates, recommendations and practical support as required.

Person Specification

Qualifications and Experience

- Experience of supporting or improving equality, diversity and inclusion in a voluntary, community, education, workplace or sporting environment.
- A clear commitment to making rugby union more inclusive, representative and welcoming.
- Understanding of the benefits of diverse leadership, inclusive cultures and broader community engagement.
- Awareness of the structure, governance and volunteer-led nature of constituent body and club rugby, or the ability to learn quickly.
- Experience of building constructive relationships and influencing others to achieve shared goals in a collaborative environment.
- Experience of planning, supporting or monitoring projects, initiatives or action plans.
- An understanding of barriers that can affect participation, progression or belonging within sport or community activity.
- Knowledge of the game of rugby is desirable where the candidate can demonstrate strong inclusion, partnership and volunteer engagement experience.

Skills and Personal Attributes

- Strong commitment to fairness, inclusion, respect and positive change.
- Ability to communicate confidently and sensitively with a wide range of audiences.
- Ability to facilitate constructive discussion and encourage engagement on potentially challenging topics.
- Collaborative approach with the confidence to influence and challenge appropriately.
- Good organisational skills and the ability to manage priorities independently.
- Ability to analyse issues, identify practical solutions and support implementation.
- Credibility, integrity and discretion when handling sensitive matters.
- Enthusiasm for volunteer development, community engagement and continuous improvement.

Key Relationships

- LRU President, Chair and Executive Committee
- Leicestershire and Rutland clubs, club committees and volunteers
- County coaches, match officials and player development leads
- RFU inclusion and diversity, governance and community game contacts
- Local schools, colleges, universities and community organisations
- Partners supporting participation, accessibility and community engagement

Additional Notes

- The role may require an enhanced DBS check and completion of RFU safeguarding training.
- The Inclusion & Diversity Officer must uphold the RFU Core Values: Teamwork, Respect, Enjoyment, Discipline, Sportsmanship.