



Diversity & Inclusion Officer

Volunteer Committee Position Description

Reports To

President (advisory role — not a voting committee position)

Works Closely With

President, Female Football Champion, Fundraising & Events Coordinator, Coaching Coordinators, Digital Communications Manager

PURPOSE OF THE ROLE

Champion a club culture where everyone — regardless of background, ability, gender, or identity — feels genuinely welcome. This is an advisory and support role focused on ensuring our policies, programs, and culture reflect our commitment to belonging for all.

KEY RESPONSIBILITIES

- Advocate for diversity and inclusion across all club activities, programs, and communications
- Review club policies, events, and communications through a diversity and inclusion lens and provide recommendations to the committee
- Support the development of initiatives that lower barriers to participation for underrepresented groups
- Work with the Fundraising & Events Coordinator to ensure events are inclusive and welcoming to all
- Liaise with Newcastle Football on diversity and inclusion programs available to the club
- Promote and celebrate cultural, social, and personal diversity within our club community
- Provide input on club communications to ensure language and imagery is inclusive
- Support the Female Football Champion in initiatives focused on growing female participation
- Raise awareness of inclusion matters with the committee and recommend areas for improvement

TIME COMMITMENT

 2–4 hours/month (advisory and project-based)

People Management

N/A

Budget Management

N/A

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Genuine passion for diversity, equity, and inclusion in community settings
- Good communication and advocacy skills
- Understanding of barriers to participation in community sport
- Experience in community engagement, education, or social policy is helpful but not required

Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.

End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.

 You'd be great for this if...

You believe that football is for everyone and you're not afraid to say so. You're thoughtful, culturally aware, and you bring people along rather than alienating them. You want every family — regardless of where they come from or who they are — to feel like they belong at our club.