

JOB DESCRIPTION

Job title: Equality, Diversity and Inclusion Manager

Department: Human Resources

Salary: Grade 4 (lower) Points 31 – 33

Hours: 37 hours per week (we will consider 29.6 hours- 4 days- per week)

Location: Flexible- Head Office (NI) or Home Based

Summary of job:

To be the organisational lead on all Equality, Diversity & Inclusion (EDI) matters at Family Action. The successful EDI Manager will be committed to providing an effective, high quality service that helps Family Action build a positive, inclusive and equitable working culture while making EDI part of all we do. The post holder will be committed to driving improvement and change through collaborative working.

Key tasks and responsibilities:

1. Develop, deliver and evaluate a detailed action plan with short and long term goals, key deliverables, milestones and accountabilities with key stakeholders. Work towards the development and delivery of a robust EDI Strategy for the organisation.
2. Manage and coordinate the organisational EDI Steering Group and any working groups tasked with specific projects which report to the EDI Steering Group. Prepare documentation and provide advice to members of the steering group and project groups.
3. Recruit and coordinate a wider network of EDI Champions to facilitate team- and service-level engagement in EDI activities.
4. Influence and work with key internal stakeholders to prioritise and embed the delivery of EDI work across head office and operations, working on EDI for staff, volunteers and service users.
5. Lead strategic EDI input into key organisational processes, such as reasonable adjustments, recruitment and selection, performance management appraisals and other priorities arising through organisational strategies on people and culture.
6. Support both the Executive Group and Senior Leadership Group to ensure they contribute to the delivery of EDI goals and plans both locally and organisationally.
7. Support the wider HR team to advise the organisation on equality matters throughout the employment lifecycle, including recruitment, sickness absence, reasonable adjustments and harassment, bullying, sexual harassment and victimisation.

8. Support managers to build and test positive action approaches to increase diversity and inclusion across the organisation, at all levels.
9. Support, coordinate and oversee the internal staff diversity networks, supporting co-chairs to lead their groups, facilitating co-chair elections and enabling collaborative working between the networks.
10. Build employee engagement around EDI, through producing a range of relevant internal communications and engagement opportunities.
11. Support managers and senior leaders to complete Equality Impact Assessments on key internal processes and policies.
12. Continually evaluate and review the available learning and development offer around EDI in order to ensure that the training opportunities provided to staff and volunteers are effective, in line with best practice and compliant with relevant legislation and case law.
13. Coordinate monitoring and reporting activities across staff, volunteers and service users, analyse data and report on findings internally to inform strategic priorities and the development of data-driven EDI interventions.
14. Support managers across head office and operations to develop regional, departmental and service-level EDI action plans. Collate and share learning across these plans.
15. Design robust, evidence-based policies, guidance documents, and interventions to promote Equality, Diversity and Inclusion within the organisation, working within the bounds of good employment practice.
16. Provide information and reporting to Senior Leadership Group and the Executive Group for onward reporting to the Board.
17. To lead by example and demonstrate Family Action's values of **can-do, excellence, mutual respect, people focus**, and in your work, behaviour and in your professional relationships with colleagues, partners and service users.
18. To ensure you have an understanding (appropriate to your role) and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
19. To comply with Family Action's EDI Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
20. To comply with Family Action's Health and Safety Policy, Data Protection (GDPR) Policy and to protect your own and others' health, safety and welfare.
21. To work flexibly as may be required by the needs of the department and carry out any other reasonable duties as required.

Person Specification

1. In-depth working experience of equality, diversity and inclusion in a large, complex organisation.
2. Expertise in relation to EDI legislation, policy and practice, including but not limited to the Equality Act 2010. Specialist knowledge in one or more areas of EDI and ability to demonstrate the change and impact on relevant groups.
3. Experience of successfully engaging with and influencing senior level staff to develop and implement actions against KPIs related to EDI.
4. Experience of monitoring, reporting and evaluating outcomes of key EDI objectives.
5. Ability to be flexible and act as a champion of change, contributing at a strategic level, anticipating and planning for change and identifying business-focused solutions.
6. Project management experience in managing institution-wide projects successfully and communicating the impact.
7. A commitment to, and experience of, collaborative working and the involvement of staff, volunteers and service users in the decisions and processes which impact them.
8. Experience of monitoring, reviewing and developing policies and working practices.
9. Ability to drive for impact with a pragmatic approach to working with key stakeholders across varying levels of seniority and across staff, volunteers and service users.
10. Excellent ability to work autonomously using own judgement to make strategic and operational decisions and as part of a team.
11. Drive, enthusiasm and strong personal commitment to equality, diversity and inclusivity.
12. Effective communication and negotiation skills and a persuasive, approachable manner.
13. Respect and reflect Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Reflecting a **'can do'** approach
 - b) Striving for **excellence** in everything we do
 - c) Having **mutual respect** for everyone we work with, work for and support through our services
 - d) Being **people** focused