



Equality, Diversity and Inclusion Officer; People Team

Homebased or based in London (with occasional travel to Head Office and across the country to our services)

29.6 hours per week (part-time), ideally spread across 5 or 4 days per week

Grade 3 (lower) point 20-23: £28,315 - £31,073 pro rata per annum, plus £480 Home Working Allowance (pro-rata) or £3,789 Inner London Weighting (pro-rata) if London based
Permanent Contract

This is an exciting opportunity to support our EDI function as part of the wider People team. We are really flexible and supportive of our people. If you don't live in regular commuting distance of London or cannot come into the office – don't worry, we are happy for this role to be home based. If you don't want to work four days per week – don't let that hold you back; we're happy to discuss different work patterns and other flexible working options. If you don't feel confident applying because you don't think you meet every single requirement on the Person Specification – don't let that stop you; we want to hear from you.

We want to break down barriers to people joining us. We are genuinely committed to supporting everyone and being an inclusive organisation for colleagues, volunteers and service users alike. All we are interested in is what you can bring to the job - your skills, knowledge, experience and aptitude to take on this key role. Oh yes, and your values. At Family Action our values are incredibly important to us and really do underpin all we do.

About the role

We have developed an informed EDI Action Plan and we are now looking for a passionate, knowledgeable and engaging EDI Officer to help support the delivery of this plan. Working with our EDI Manager, and as part of the wider People team, you will help support all things EDI at Family Action – from reviewing and researching policy and procedure to analysing EDI Staff Survey results, from creating awareness raising material to organising learning & development opportunities, this is a dynamic role which will allow you to develop your experience in multiple areas of EDI.

You will have a great knowledge and understanding of EDI, of the barriers and issues which exist for those from minoritised backgrounds and identities when working, volunteering or accessing services. Your commitment to creating equitable, diverse, and inclusive organisations should shine through, along with your ability to communicate this mission effectively.

Collaborating with internal stakeholders, you will help implement our Equality, Diversity, and Inclusion action plan, focusing on five key workstreams: Engagement and Capacity Building, Frameworks for EDI, Anti-racism, Policies and Processes, and Enabling our Workforce. This role will require hands-on involvement in day-to-day operational and administrative EDI activities.

Ready to learn more? Check out the Job Description and Person Specification to gain further insight into the role and our expectations.

About us

At Family Action we transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from candidates from ethnically diverse communities and disabled candidates because we are committed to increasing the representation of these groups at Family Action. We offer a guaranteed interview scheme for disabled applicants and are more than happy to talk with any potential candidates about ways we can make this opportunity as accessible as possible.

We are forward looking, ambitious and with a commitment to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours then we would love to hear from you.

If you join us we'll offer you a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. We are happy to talk flexible working. All roles in Family Action are open to a discussion about possible flexible working options, subject to business needs, and all new starters have the right to make a flexible working request from day one of employment. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join a great, really supportive team and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

Tempted? Want to find out more?

We would love to hear from potential candidates. If you have any questions about the role or Family Action you can contact us and we'll be happy to talk with you. If not, please check out the Job Description and Person Specification and we would love to receive your application.

Next steps:

- **To apply:** fill out the [Application Form](#) and email it to: completed.application9@family-action.org.uk
- **To learn more about Family Action:** check out our [Recruitment Pack](#)
- **To learn more about Family Action's terms & conditions:** check out the [Summary Terms & Conditions of Employment](#)

- To help us fulfill our commitment to encouraging diversity and promoting equal opportunities: fill out our anonymous [Equality & Diversity Monitoring Information survey](#)

Closing date for applications: 11:59 PM, Monday 23rd October 2023

First round Interview date: W/C 30th October onwards

Please ensure you have the right to work in the UK before expressing your interest in this role. We are sorry that we cannot consider applications from candidates who do not have the right to work in the UK.

No agencies please – as a charity we work hard to keep our costs down and therefore will not be engaging agencies to support this recruitment.

* Ordinarily Family Action appoints new starters at the bottom point of the salary scale (with subsequent annual pay progression), unless you have experience that would justify appointment further up the salary scale or there are any other exceptional reasons.

ID: 992