

# Equality, Diversity and Inclusion Officer

## JOB DESCRIPTION & PERSON SPECIFICATION



**Department:** People team

**Grade:** 3 Lower

**Responsible to:** Equality, Diversity and Inclusion Manager

### Summary of job:

The EDI Officer will play a key role in helping Family Action on its Equality, Diversity and Inclusion (EDI) journey. Passionate about EDI, they will be committed to providing an effective, high-quality service that helps Family Action build a positive, inclusive and equitable culture while making EDI part of all we do. Supporting the EDI Manager with day-to-day work and delivery of the organisation's EDI Action Plan, the EDI Officer will have a particular focus on awareness raising, training and engagement, and supporting the running of staff networks.

### Key tasks and responsibilities:

1. Support the delivery of the EDI Action Plan, working in collaboration with key stakeholders.
2. Create guidance documents, source external resources and organise central EDI resource libraries, which staff can access for EDI support and advice.
3. Collaborate with the Communications team and Staff Diversity Networks to create content that helps to mark awareness dates and disseminate EDI updates.
4. Work with the L&D team and Staff Diversity Networks to plan and deliver EDI events, including sourcing external trainers and speakers.
5. Help coordinate the development of staff diversity networks, supporting co-chairs to lead their groups, enabling collaborative working between the networks, aiding the delivery of awareness raising activity, and updating networks on EDI progress on their priority lists.
6. Support the creation and delivery of a range of training, including training on inclusive working for managers and other themes and topics, as laid out in the EDI Action Plan.
7. Support the EDI manager and Service Managers / Heads of Department in planning, monitoring and reviewing the development of EDI within services and departments in line with identified priorities, targets and outcomes from EDI Self-Assessments. Contribute to monitoring and implement revisions as required.
8. Help recruit and coordinate a wider network of EDI Champions to facilitate team and service-level engagement in EDI activities. Source and develop EDI resources and learning opportunities in line with Champion, team and service needs.

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9. Practically support monitoring and reporting activities across staff, volunteers and service users, analysing data to inform strategic priorities and the development of data-driven EDI interventions.
10. Provide administrative support and actively participate in the EDI Steering Group, EDI Champions Forums and other meetings as required by the EDI Manager. Prepare documentation and provide support to members of these groups.

### **Non-Negotiables:**

In addition to the principal accountabilities of the role, there are a number of things that are of significant importance to Family Action that we deem them 'non-negotiables' for all roles:

11. Contribute to the growth and development of the organisation appropriate to your role, by gaining a working knowledge of Family Action's portfolio of services and being an ambassador for the work.
12. 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.
13. To comply with Family Action's Equality, Diversity and Inclusion Policy and our Ethical 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.
14. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
15. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.
16. 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.

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Requirements <i>Essential (E) and Desirable (D)</i>		E	D
<b>Education, Qualifications &amp; Background</b>			
1.	Demonstrated intellectual capability through study and/or qualifications beyond A level (or equivalent).	✓	
2.	Evidence of commitment to EDI with continuous learning in the field of EDI.	✓	
<b>Knowledge &amp; Skills</b>			
3.	Excellent cultural competence	✓	
4.	Up-to-date knowledge of EDI concepts and best practice and the barriers facing those with a range of protected characteristics.	✓	
5.	Knowledge of EDI legislation, policy and practice, including but not limited to the Equality Act 2010, and the organisation's responsibilities within this.	✓	
6.	Excellent communication skills (both written and oral); with the confidence and cultural competency to facilitate discussions and talk clearly and sensitively to groups on different EDI topics.	✓	
7.	Strong organisation skills and the ability to anticipate and mitigate potential problems.	✓	
8.	Excellent interpersonal skills including the ability to engage a range of audiences such as, staff of colour, LGBTQIA+ staff, staff of faith, staff with parenting and caring responsibilities, and staff who experience disability, neurodiversity, mental and physical health conditions.	✓	
9.	Excellent digital skills with the ability to work with Microsoft 365 products and maintain SharePoint libraries.	✓	
<b>Experience</b>			
10.	Experience of championing EDI within the workplace.	✓	
11.	Experience of developing a range of EDI products/initiatives such as training, guidance, resources, communications, or processes.		✓
12.	Experience of using co-production approaches to ensure that individuals' lived experiences are considered and reflected in the development and implementation of EDI products and initiatives.		✓
13.	Experience of developing and/or reviewing and amending organisational policies and guidelines in support of greater inclusion.		✓
14.	Experience of working with external trainers and partner organisations to organise and run EDI related training	✓	
15.	Experience of developing and/or delivering anti-racism awareness and training.		✓
<b>Values</b>			
15.	A strong personal commitment to equality, diversity and inclusion and the passion to champion sustainable change – evidenced by involvement in EDI work in the workplace, community or other environment.	✓	

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16.	A commitment to collaborative working and the involvement of staff, volunteers and service users in the decisions and processes which impact them.	✓	
17.	Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by: <ul style="list-style-type: none"><li>• Being <b>people</b> focused</li><li>• Reflecting a '<b>can do</b>' approach</li><li>• Striving for <b>excellence</b> in everything we do</li><li>• Having <b>mutual respect</b> for everyone we work with, work for and support through our services</li></ul>	✓	