



Job Description

Job Title:	Equality, Diversity & Inclusion (EDI) Lead
Hours per week:	18.75 hours per week
Department:	Human Resources
Reports to:	Head of Human Resources
DBS Disclosure:	N/A
Date Prepared:	October 2021

JOB SUMMARY/PURPOSE: To support the organisation in implementing an equality, diversity, and inclusion strategy, in order to make St Wilfrid's fully inclusive of its community in all it does. To ensure that all key EDI objectives are included in a project plan with actions identified, prioritised, and monitored.

KEY DUTIES & RESPONSIBILITIES:

1. Work closely with an EDI steering group to translate the EDI strategy and action plan into discrete projects/workplans with agreed timeframes and success measures.
2. Lead the EDI Delivery Group, ensuring coordination, implementation and monitoring of agreed projects and workplans. In conjunction with the EDI Delivery Group, plan and lead the programme of work for the EDI champions
3. Provide regular updates to the Head of HR, EDI steering group and Leadership Team on progress against objectives. Prepare reports for and attend Board and sub-committee meetings as required.
4. Lead the coordination and delivery of a rolling programme of EDI activities which recognise and celebrate a wide range of protected characteristics.

5. Ensure adequate systems and processes are in place to gather EDI and related data.
6. Analyse, interpret, and present data to highlight issues, risks and to support decision making on EDI activity.
7. Engage and communicate effectively with internal and external stakeholders about EDI matters.
8. Work in conjunction with the HR and Voluntary Services teams to develop a recruitment process that is fully inclusive and celebrates difference.
9. Work in conjunction with clinical teams to understand any barriers to accessing hospice services and put in place strategies to address these.
10. Research and plan EDI training programmes for staff and volunteers to improve awareness, knowledge and understanding on EDI issues and to embed this into everyday activity.
11. Support the hospice in ensuring compliance with all confidentiality and governance requirements in relation to the EDI projects.
12. Work in conjunction with the Communications team to develop the equality, diversity and inclusion messaging on the hospice website and social media platforms.
13. Review and draft specific EDI related policies and statements on behalf of the hospice and support policy owners in ensuring policies are written in such a way as to not exclude any group or individuals, are accessible and written in plain English, and that Equality Impact Assessment is accurate and up to date.
14. Support the development, planning and execution of internal training in relation to EDI topics.
15. Undertake benchmarking, audits and impact assessments, using recognised standards, e,g NHS Workforce Race Equality Standards, NHS Workforce Disability Equality Standards.
16. Promote the hospice's EDI work through external networking and acting as an ambassador for this work.
17. Provide advice and insights on EDI matters and support dissemination of best practice.

General Duties & Responsibilities

1. Maintain confidentiality at all times.
2. Contribute to close working relationships with all staff and to help to build an open and honest culture that facilitates learning, creativity and excellence.
3. Undertake any other duties at the request of the line manager which are commensurate with the role including project work and absence cover.
4. Comply with the policies and procedures of St Wilfrid's Hospice at all times.
5. Participate fully in the performance management process and undertake Continuing Professional Development as required.
6. Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
7. Demonstrate our values in the way you carry out your responsibilities: Professional, Respectful, Compassionate and Progressive.

St Wilfrid's Hospice is a registered charity. It relies on the local community for a major proportion of its income through fundraising. For this reason, it is expected that all members of staff will endeavour to support the fundraising activities of the Hospice, taking appropriate opportunities to explain the way the Hospice operates. We want to encourage staff, when possible, to attend, in a voluntary capacity, at least two fundraising activities a year.

This job description will be reviewed as necessary and may be amended to meet the changing needs of the organisation. This job description has been agreed between the post holder and St Wilfrid's Hospice.

Employee's signature:

Manager's signature

Print name:

Print name:

Date:

Date:



PERSON SPECIFICATION

Job title: Equality Diversity and Inclusion Lead
Department: Human Resources
Date: October 2021

DETAIL	ESSENTIAL	DESIRABLE	EVIDENCE
EDUCATION AND QUALIFICATIONS	Educated to degree level or equivalent experience		A
EXPERIENCE	<p>Working with an EDI focus in the workplace or voluntary setting</p> <p>Experience of project planning, management, implementation and evaluation</p> <p>Evidence of developing and maintaining successful relationships and working in partnership with internal and external stakeholders</p> <p>Experience of providing guidance and advice on EDI issues</p> <p>Project Management experience</p> <p>Executing and monitoring service improvements</p> <p>Leading a group of individuals with diverse backgrounds, skills and experience</p>	Experience in policy development.	<p>A</p> <p>I</p> <p>I</p> <p>I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
SPECIFIC SKILLS & KNOWLEDGE	Demonstrates high level of knowledge and understanding of equality, diversity and inclusion including relevant legislation and best practice with the ability to		A / I

	<p>apply this effectively and a commitment to keeping up to date</p> <p>Able to deliver training and run consultation activities sensitively and competently</p> <p>Ability to use initiative to decide relevant actions and make recommendations with the aim of improving deliverables and compliance</p> <p>Completer/finisher with a strong desire to improve performance and make a difference by focusing on goals</p> <p>Ability to provide constructive challenge</p> <p>Good interpersonal skills with the ability to engage with a number of internal and external stakeholders</p> <p>Strong written and oral communication skills with the ability to produce clear reports.</p> <p>Numerate - able to interpret quantitative and qualitative information and produce accurate reports</p> <p>Ability to identify and control risks</p> <p>Strong organisational skills</p> <p>Excellent IT skills, in particular Microsoft Office applications.</p>		<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>I</p> <p>A</p> <p>A / I</p> <p>I</p> <p>A / I</p> <p>A</p>
PERSONAL QUALITIES	<p>Clear commitment to quality and attention to detail</p> <p>Diplomatic and persuasive</p> <p>Empathetic and sensitive to others</p>		<p>I</p>

	Self-aware of own limitations and professional boundaries		
	Professional, confident and compassionate approach to the work.		