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**Job Description and Person Specification**

**Head of Equality, Diversity, and Inclusion**

# Job Title: Head of Equality, Diversity, and Inclusion

**Grade:** NJCSCP 36 - 42, currently £46,142 - £52,226 per annum, inclusive of Inner London Weighting. Based on 28hrs per week, on NJC SCP 36 currently £36,913.60 pa (Inc ILW)

**Hours:** Part Time 28 (may include some evenings and weekends),

**Accountable to:** CEO

**Supervised by:** Deputy CEO

**Location: Main office base** Tower Hamlets although our services span across North East London

**Contract Term: 12 months initially (pending further funding agreements)**

**Key Relationships:** CEO, Deputy CEO, Board of Trustees, Senior Leadership Team (SLT), Local Stakeholders

**About Mind in Tower Hamlets and Newham**

We are a local, registered charity affiliated to national Mind. The organisation supports those with mental health issues primarily in Tower Hamlets, Newham and Redbridge towards recovery and leading a better life. We do offer some services across North East London in partnership with other local Mind Associations.

**Background**

We work with communities from diverse backgrounds and continually invest in building an inclusive organisational culture with diverse leaders through active Listening, Learning and Leading. Over the last 12-24 months we have explored racism, discrimination, inequalities and the impact that this has had on the lives of our clients and staff. This has resulted in the development of our strategic objective and becoming an anti-racist organisation (ARO). Our work is supported by our staff team with commitment from our Board of Trustees and staff. You can find out more about our strategy on our website. Click on link [Our Commitment to being an Anti-Racist/Anti-Discriminatory Organisation | Mind in Tower Hamlets and Newham (mithn.org.uk)](https://www.mithn.org.uk/about-us/our-commitment-to-being-an-anti-racist-anti-discriminatory-organisation/).

**Key Relationships**

This is a new role developed to work collaboratively with the CEO, our team, and local stakeholders. The postholder will receive direct supervision by the Deputy CEO, who reports to the CEO and is accountable to the Board of Trustees.

**Key Responsibilities**

The Head of ED&I is critical to our commitment to being a more diverse and inclusive organisation and lead on all matters relating to ED&I. This role is both Operational and Strategic to help us successfully implement and support delivery of our anti-racist agenda and action plan in line with our strategic objectives.

The postholder will work across 5 key areas:

1. **Strategy**

* Deliver, implement and lead our ED&I strategy by working collaboratively with SLT members, Board of Trustees, Staff, and local stakeholders.
* Work with the SLT and BoT to ensure they contribute to the delivery of ED&I goals and plans both locally and organisationally.
* Participate in the ED&I Working Group consisting of SLT members and Trustees to influence and embed good ED&I governance and practice.
* Develop and implement strategies to advance ED&I work and commitments across the organisation

1. **HR & Governance**

* Work collaboratively with the HR and Governance Director on key organisational processes such as reasonable adjustments, recruitment, retention, selection, staff development/progression and wellbeing.
* Support the HR Team to advise the organisation on equality matters throughout the employment lifecycle, including recruitment, sickness absence and any potential harassment cases.

1. **Service Development**

* Collaborate with SLT members to proactively review and implement policy and procedures in relation to ED&I
* Take a lead on our equity and equality research projects and work with local stakeholders and the SLT to test change theories and embed quality improvements into the organization and our share our insights with stakeholders.
* Work with internal and external expertise to ensure improved representation and a more equitable and inclusive culture including completing Equality Impact Assessments where necessary.
* Build and test positive action approaches to increase ED&I across the organisation at all levels.
* Develop impact focused and measurable action plans, working closely with internal stakeholders to drive and manage change towards becoming an anti-racist and anti-discriminatory organisation.
* Plan, support and manage the delivery of learning initiatives that contribute towards advancing ED&I, developing and delivering training programmes where necessary.
* Develop and deliver a suite of innovative and practical resources that challenge and stretch our understanding of and approach to ED&I issues.
* Develop our cultural competence and confidence that positively impact current ways of working, behaviours, attitudes, and culture with a focus on our organisational values.
* Work with our communication teams, develop a communications plan that increases awareness and understanding,
* Promote and publicise the ED&I work we do, both internally and externally, creating communication resources to support this objective
* Be the point of contact for all Equality, Diversity and Inclusion queries around best practice and information, providing expert advice, guidance, and information.

1. **Research, Reporting and Data**

* Collate, critically analyses and report on data to measure success using existing or developing data management systems around ED&I
* Use ED&I management data to inform interventions to promote ED&I
* Establish and implement clear reporting mechanisms in line with agreed KPI’s to demonstrate delivery of goals and plans.
* Prepare and present reports to a range of audiences to ensure that these are in line with organisational expectations and reflective of the communities we serve.
* Provide oversight, monitoring, and performance reporting on key objectives to SLT and onward reporting to the Board.

1. **Engagement with Stakeholders**

* Work with SLT and the staff Co-produce our work across all key stakeholder groups to create a common vision and to enable the integration of our inclusion strategy across all work areas.
* Lead on establishing good working practices/models that ensures all groups have a voice including creating and supporting networks and celebrating diversity
* Develop relationships with EDI experts and networks across our footprint and represent the organisation at the National Mind Diversity Network

1. **Duties required of all Employees:**

* Undertake the induction programme as devised and assist in the induction of new staff, if requested to do so
* Attend and participate in staff meetings, team meetings, appraisals, training, and other meetings or events as required.
* Contribute to the co-ordination, training and support of volunteers as agreed with the CEO and Operations Directors
* To comply with, promote and contribute to the development of Mind in Tower Hamlets and Newham’s ‘Philosophies and Aims’ and all organisational policies.
* Undertake all duties in accordance with Mind in Tower Hamlets and Newham’s policies, with reference to the Equal Opportunities and Health and Safety policies to maximise safety of clients and staff.

# Undertaking other duties and accepting special responsibilities to maintain or enhance the services delivered by Mind in Tower Hamlets and Newham

# To carry out other duties consistent with the post

# To effectively manage any petty cash or financial issues within the finance procedures laid down.

# This is a new role within the Organisaiton and subject to changes within the next 6-12 months in line with the organisation’s Strategic Plan. The role as described is not exhaustive and so there may be other areas which are the responsibility of this role

**Head of Equality, Diversity, and Inclusion**

**Person Specification**

Outlined below are the experience, skills and knowledge required to carry out the tasks in the job description. Please ensure that you use examples to demonstrate that you meet each individual criteria within the application form

|  |  |  |
| --- | --- | --- |
| No. |  | Essential/  Desirable |
| Qualification | | |
|  | Qualified to at least degree level | E |
|  | Relevant Professional level qualification and/or demonstrable experience in the field of or Equality, Diversity, and Inclusion | E |
| Experience | | |
|  | Experience of leading change in relation to ED&I within a Health and Social Care setting | E |
|  | Experience Track record of success of delivering and embedding culture change in organisations, | E |
|  | Proven experience of developing and delivering inclusion strategies that deliver visible culture change across all levels of an organisation. | E |
|  | Strong experience of leadership and/or experience of collaborating across teams and with senior leaders to challenge and influence ways of working. | E |
|  | Proven experience of promoting, developing, and delivering innovative interventions that support understanding of inclusion issues, provides practical tools and is accessible to diverse audiences. | E |
|  | Experience of adopting a ‘coaching style’ to lead teams and achieve excellent performance outcomes | D |
|  | Experience of supporting others to lead social justice campaigns or run projects to bring about change and have measurable impact | E |
|  | Demonstrable experience of engaging senior leaders’ decision-makers with policy recommendations | E |
|  | The ability to develop and deliver training around ED&I | D |
| **Knowledge and Skills** | | |
|  | Excellent written and verbal communication skills and the ability to communicate complex information clearly and persuasively to a wide audience | E |
|  | Sound planning, project management and organisational skills | E |
|  | Demonstrable knowledge of Equality and Diversity legislation | E |
|  | Knowledge and understanding of the issues facing clients with mental health issues, especially those in under-represented groups | E |
|  | A sound understanding of research skills, data analysis and evaluation and using data to identify trends and action plans | E |
|  | Demonstrable ability to support co-production of solutions with a wide range of key stakeholders | E |
|  | Ability to maintain accurate records and to provide information required for monitoring | E |
|  | Demonstrable ability to develop and implement policies | E |
| Personal Attributes | | |
|  | A leader on equality of opportunity who values diversity and removes barriers to equality | E |
|  | A confident and resourceful leader, who can operate in a complex, multi-disciplined environment and who has the credibility because of what they do and how they do it | E |
|  | Sound judgement and the ability to handle competing priorities and a challenging workload | E |
|  | Excellent judgment and problem-solving skills. |  |
|  | Demonstrable ability to engage with people from all backgrounds and with different levels of understanding of diversity and inclusion topics | E |
|  | A proven track record of taking an innovative and solutions-based approach to challenges, whilst considering the thoughts and experiences of others | E |