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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 28hrs per week (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

Mind in Tower Hamlets and Newham are excited to promote this new role for the right candidate. This is an outstanding opportunity for an innovative individual with experience as a senior leader to join our forward-thinking team. With a strong track record in implementing equality programmes, the postholder will 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. You can find out more about our strategy here: [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/).

This role will 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.

The postholder will also provide expert advice across ED&I matters and find creative ways to improve staff engagement, developing communications and initiatives that bring our ambitions to life in line with our organisational values which are: Together, Unstoppable, Independent, Openness and Responsive.

**About Us**

We are a local Mind Organisation, operating across Tower Hamlets, Newham, Redbridge and Havering. With 1 in 4 people experiencing mental health problems at some point in their lifetime, we have a vision of a society where people with mental health and emotional needs are accepted and included without fear of stigma and discrimination. We work towards a society where our clients’ needs, and ambitions are supported and where people with mental health and emotional needs are free from stigma and discrimination. We believe that everyone has the right to access comprehensive services which enables them to reach their full potential and to work towards their recovery.

**The key duties will include:**

* Deliver, implement and lead our ED&I strategy by working collaboratively with SLT members, Board of Trustees, Staff, and local stakeholders.
* Develop and implement strategies to advance ED&I work and commitments across the organisation
* Participate in the ED&I Working Group consisting of SLT members and Trustees to influence and embed good ED&I governance and practice.
* Work collaboratively with the HR and Governance Director on key organisational processes such as reasonable adjustments, recruitment, retention, selection, staff development/progression and wellbeing.
* 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.
* 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.
* 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.
* Develop relationships with EDI experts and networks across our footprint and represent the organisation at the National Mind Diversity Network

**Knowledge, Skills and Experience Required**

* Qualified to at least degree level
* Relevant Professional level qualification and/or demonstrable experience in the field of or Equality, Diversity, and Inclusion
* Experience of leading change in relation to ED&I within a Health and Social Care setting
* Experience Track record of success of delivering and embedding culture change in organisations
* Proven experience of developing and delivering inclusion strategies that deliver visible culture change across all levels of an organisation
* Demonstrable experience of engaging senior leaders’ decision-makers with policy recommendations
* The ability to develop and deliver training around ED&I
* Sound planning, project management and organisational skills
* Demonstrable knowledge of Equality and Diversity legislation
* A leader on equality of opportunity who values diversity and removes barriers to equality
* 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
* Sound judgement and the ability to handle competing priorities and a challenging workload

**Benefits include:**

The benefits of working for the organisation include 30 days annual leave, rising to 35 days after 5 years of service, training opportunities, good Company Pension Scheme, Death in Service Benefit and an Employee Assistance Programme

The post is subject to a Right to Work Check and enhanced Disclosure and Barring Service check.

We welcome applications from all sections of the community.

**Closing date:** 9am, 12th December 2022

**Interview date:** Friday 16th December 2022