

Job description

Department: Human Resources and Facilities	
Job Title: Diversity and Inclusion Officer	Grade: E
Responsible to: Group Director of HR and Facilities	Date: April 2024
<p>Purpose of the job: Proactively promote and improve inclusion:</p> <ul style="list-style-type: none"> - Through the development, delivery, monitoring and reporting of an inclusion plan - in the workplace by supporting the implementation of our people plan - for families by promoting positive attitudes and actively removing barriers to grants and services - in all we do at Family Fund and Family Fund Business Services, enhancing our reputation as a disability charity, an ethical commercial subsidiary and a great place to work for great people. 	
<p>Duties and responsibilities</p> <p>Inclusion plan</p> <ul style="list-style-type: none"> • Co-ordinate the creation and delivery of the Group’s inclusion aims and plan. • Create and monitor a set of measures to check progress of the plan and delivery of outcomes. • Own the ongoing maintenance and updating of the Group’s inclusion plan and report on progress to a variety of audiences in a range of formats. • Be a driving force in the delivery of the plan, owning actions and working with colleagues where needed to support their delivery. • Keep up to date on developments and good practice in diversity and inclusion and provide ideas to turn that into practical solutions and improvements. • Source and share data and insights to improve practice. • Provide challenge and advice on all matters related to inclusion to improve knowledge and practice across the Group. <p>For our staff and volunteers</p> <ul style="list-style-type: none"> • Support the delivery of the Disability Confident leader plan and take responsibility for monitoring and reporting progress against it to a variety of stakeholders. • Take responsibility for the annual diversity staff and Trustee data survey; update survey content annually in line with good practice and language changes, analyse results and ensure the results are used to gain insight that improves practice and delivers action. • Take the lead in working with the team of Inclusion Champions; support them to develop and deliver their action plan and report on overall progress. • Take the lead on the Supported Internship programme, working with the internship provider, managers and HR colleagues to identify opportunities, recruit and support interns. • Work with the champions and internal communications to create and deliver campaigns to raise awareness of inclusion across the Group. • Take the lead on inclusion training in terms of arranging, reviewing, evaluating and at times, delivering. • Work with HR to ensure all policies, procedure and processes are in line with the Equality Act and good practice. • Be a proactive and visible ambassador and role model for all inclusion activities across the Group. 	

For our families

- Work with operational colleagues to identify barriers for families accessing grants and services and find solutions to reduce or remove them.
- Collaborate with the Communications team to ensure the website is an inclusive and welcoming shop window to our services, welcoming and inclusive to all families we support.

General

- Network in the sector, the inclusion community and the local area to promote Family Fund's inclusion aims.
- Understand the inclusion agenda and topic, to bring insight, ideas and good practice into Family Fund.
- Attend meetings and training sessions as required.
- Carry out other appropriate duties as may be required.

Key relationships

- Inclusion champions
- HR and facilities team (including health and safety)
- Internal communications
- Communications team (website and social media)
- Partnerships, Public Affairs and Family Outcomes team (family insight and reporting input)
- Grants and First Contact Team
- ICT and Performance and Improvement team

Person specification

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	Essential	Desirable
Experience	<ul style="list-style-type: none"> Working in an inclusion role or of delivering inclusion responsibilities Policy work – consultation, research and development of policy or campaign work Providing proactive support and advice on inclusion to a variety of audiences Developing, monitoring and reporting against plans Improving accessibility of processes or services/ support/product 	<ul style="list-style-type: none"> Working in a charity/ not for profit organisation Taking action based on the social model of disability
Skills, knowledge, and abilities	<ul style="list-style-type: none"> Understanding and practical knowledge of inclusion legislation and best practice Fully competent in Microsoft Office, particularly Word and Excel Critical reasoning, logical problem solving and analytical skills Excellent communication and influencing skills Strong interpersonal and relationship management skills Excellent document presentation skills Ability to use initiative Ability to cope with a varied workload Ability to work independently and within a team Excellent planning and organisational skills Organised and methodical approach to administration and record keeping Collaboration, bringing together the work of many into a cohesive plan Ability to motivate others on inclusion 	
Education/training	<ul style="list-style-type: none"> General education to A level standard or equivalent. 	
Personal attributes	<ul style="list-style-type: none"> Highly motivated with a genuine interest in inclusion Positive and innovative thinker who delivers practical solutions Committed to continuous improvement Open and participative style of working Flexible and adaptable to work demands and changes Commitment to Family Fund’s values Commitment to equity, diversity, inclusion and fairness for all Commitment to safeguarding 	