

Job Title: Equality, Diversity & Inclusion Lead
Reporting to: Head of HR
Direct Reports: 0

Job Band: Band 2
Size of Team: 0

The act as the change lead of St John's Equality, Diversity and Inclusion (EDI) Strategy and principle advisor to the Chief Executive Officer, Senior Leadership Group and Celebrating Communities Group, providing solutions to complex equality, diversity and inclusion challenges within the framework of relevant legislation. The role holder is expected to deliver expert advice, change leadership and guidance and to develop and implement strategic policies, practices and action plans.

This is a key role within St John to ensure that we not only meet our EDI duties, aims and objectives, but also that equality, diversity and inclusions supports and enables the pursuit of St John values, excellence and cultural change.

Key Responsibilities

- Act as the principal EDI advisor to the CEO, Chief Commissioner, Head of HR, Senior Leadership Group and Celebrating Communities Steering Group.
- Promote positive cultural change toward being more representative of the communities St John serves, taking account of the history, heritage and faith basis of the charity
- Build meaningful collegiate relationships across directorates and volunteer stakeholders to support a wide level of engagement in EDI initiatives and activity.
- Develop and implement EDI strategies and interventions that are appropriate, sustainable, cohesive and support positive cultural change, with all areas of the business (including employee/volunteer relations, wellbeing and Freedom to Speak Up), identifying shared learnings and implementing best practice.
- Benchmark the organisation in each aspect of the Equality Act 2010 protected characteristics and manage a number of plans which ensure that St John is recognised as a progressive and exemplar place to work and volunteer.
- Cultivate an EDI network across the organisation spanning across employees and volunteers at all levels to engender commitment and engagement in all aspects of EDI areas and to support delivery of initiatives.
- Develop organisation-wide platforms which allow minority groups to be properly and fully represented.
- Identify and escalate areas of concern, hot spots or risk for the organisation and direct queries or concerns raised to the right process to be addressed.
- Develop internal and external partnerships with specialist organisations to make St John an employer of choice
- Provide regular reports to the St John Celebrating Communities Steering Group and the People Committee, ensuring that they are fully informed of relevant activities and progress.
- Drive the production of a comprehensive data set with regard to all EDI activities, monitoring and evaluating progress, impact and any other relevant metrics
- Ensure that all policies, procedures and programmes are accessible to meet the needs of all employees and volunteers, providing subject matter expertise on multi-function projects and working groups as is necessary
- Ensure that St John stays abreast of changes in current thinking and practices.
- Be a skilled and diplomatic facilitator of cultural change, able to work with senior stakeholders to embed the lasting impact of your work in the values, systems and process of the charity
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Be resilient and able to work on your own initiative and be highly motivated to achieve both personally and through the team
- Be a senior leader whose ability to work well with colleagues stands out and is demonstrative in delivering change
- Have willingness to learn and adapt new skills
- Be able to work autonomously whilst ensuring that key stakeholders, functional and HR, are updated.
- Be willing to travel and work flexible hours

Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C), minimum of 5 including Maths & English	✓	
Management qualification		✓
Project management qualification		✓
Psychology, social behavioural, HR, culture studies or similar relevant qualification		✓
Experience		
Current experience of leading and advising in all aspects of equality, diversity and inclusion in a large, complex organisation	✓	
Previous experience of designing and delivering focused EDI interventions	✓	
Experience of dealing with challenging employee relations issues	✓	
Experience of leading complex change programmes	✓	
Delivered tangible results through stakeholder engagement	✓	
Previous managerial experience.		✓
Experience of presenting to Executive Board level		✓
Experience of working with volunteers and in a charity or non-profit environment		✓
Skills, knowledge and abilities		
Excellent interpersonal and people skills with the ability to influence effectively at all levels including senior management	✓	
Ability to use Microsoft applications at intermediate level, including MS Teams	✓	
Exceptional organisational and time management skills, with the ability to manage conflicting priorities and forward plan	✓	
Able to handle sensitive and confidential information appropriately and discreetly	✓	
Ability to drive and influence cultural change through multiple interventions	✓	
Ability to produce reports and use data analysis to provide management information and drive decision making	✓	
Able to engage, inspire and drive delivery through others	✓	
Ability to present to a range of diverse groups	✓	
Strong coaching and facilitation skills		✓

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: YM

Date of preparation: July 2020



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