



Inclusion & Fairness Forum



VOLUNTARY
ACTION
DONCASTER

**Recruitment Pack for the Role of
Equality Diversity and Inclusion
Co-ordinator**

Dear applicant

Thank you for contacting us regarding the post of Equality Diversity and Inclusion Co-ordinator. You will find the following documents included in this pack:

- Background information about the Inclusion and Fairness Forum and Voluntary Action Doncaster
- A job description and person specification for the post
- Our Quality, Diversity, and Inclusion Statement
- Guidance on how to apply
- An equal opportunity monitoring form

Please read the accompanying information in this pack and if you feel that you meet the criteria, we invite you to submit:

- A CV (no more than 2 pages)
- A Covering Letter telling us how you feel you meet the criteria outlined in the Job description and Person Specification (in no more than 2 sides of A4).

Please also provide the name, email address and telephone number of 2 referees and tell us what capacity you know them. Referees will be contacted if a job offer is made.

- An equal opportunity monitoring form.

The closing date for applications is noon 19 March 2021. Applications and supporting documents should be emailed to:

cath@voluntaryactiondoncaster.org.uk

If you would like to have an informal discussion about the role, please contact:

Dolly Agoro
Inclusion & Fairness Forum Leadership Team
<https://www.teamdoncaster.org.uk>

Tel:07791914997 / 07971396106

Applicants that pass the shortlisting stage will receive an email inviting them to attend an interview. **Interviews will be held via Microsoft Teams on 30 March 2021.**

Yours sincerely

The Inclusion and Fairness Forum/Voluntary Action Doncaster Team

Background to the Role

The Doncaster Inclusion & Fairness Forum (IFF) was initially set up by the Team Doncaster Strategic Partnership as an independent advisory group to explore and identify ways to make Doncaster a fairer place to live and work.

The IFF Leadership team has undertaken a consultation exercise within the Borough. The full report is included in this pack. The findings of this work were used to inform the development of an overarching Equality, Diversity & Inclusion Statement. This Statement has been endorsed by the Team Doncaster Strategic Partnership and requires each of the member organisations to do more to tackle inequality, disadvantage, bias and racism through their own policies, processes, and practice.

In addition, it has highlighted a need for a deeper and more centralised focus on tackling the inequalities, disadvantage and racism that exists within the borough. The IFF has a key role in delivering this change. More specifically in strengthening our understanding of our community needs and reflect these as we develop relevant and timely support and services to all our local communities.

The next step is to recruit an Equality, Diversity and Inclusion Co-ordinator to support the IFF Leadership Executive to develop and lead a programme of work to take forward and embed the Quality, Diversity and Inclusion Statement across the borough.

Through the consultation work undertaken over the past year, several key themes and activities have been identified including to:

Impact & Policy Shaping

- Support and challenge partners to deliver the changes that arise from its findings and other evidence
- Assist partners in reaching and engaging with communities, especially unrepresented and/or hard to reach groups
- Review and feedback on progress

Networks & Partnerships

- Work closely with partners across Team Doncaster partners to understand their EDI requirements and how the I&FF can add value Build and maintain relationships across Team Doncaster and partner agencies

Independence & Voice

- Provide independent leadership and direction to promote equality, diversity, inclusion and fairness in Doncaster
- Encourage active engagement amongst communities and make sure that all voices are considered equally

Intelligence Led

- Build a sound knowledge and better understanding of Doncaster's diverse and changing communities.

The successful candidate will be hosted by Voluntary Action Doncaster to support the IFF Leadership Team. This is a vital role in developing and shaping a programme of work to embed the Quality, Diversity, and Inclusion Statement across the borough.

What we are looking for

This is a unique opportunity with scope to shape, develop, and embed new ways of working to deliver sustained and demonstrable improvements in Equality, Diversity, and Inclusion practice across the Doncaster area. Essential to the role is your ability to coordinate projects in line with our Equality, Diversity, and Inclusion Statement. Your knowledge of Equality, Diversity & Inclusion matters will be invaluable in your support to partners and local communities.

Your great project coordination skills will enable you to organise day-to-day tasks and actions associated with our priorities as well as provide support for the implementation of plans designed to drive inclusion and make Doncaster an even better place to live and work.

You will actively support and help develop and support the Inclusion and Fairness Leadership Executive in reporting progress to Doncaster Team Gold partners. Developing reporting that both shapes our priorities and drives and measures success.

You can expect to develop communication channels to raise awareness of Equality, Diversity & Inclusion initiatives that will inform, engage and drive change.

Who we want:

We particularly welcome applications from people from diverse backgrounds. We are looking for someone with:

- drive, passion, and commitment to work as part of our small team
- a minimum of 2 years' experience working on Equality, Diversity & Inclusion projects, programmes and related change relevant qualifications or have equivalent relevant experience, with demonstrable experience of managing and developing Equality, Diversity & Inclusion in the community, improving access to services for our diverse communities and engaging with 'seldom heard' groups
- enthusiasm and confidence to influence and engage people with diverse backgrounds and the ability to develop Equality, Diversity & Inclusion networks with voluntary, community, faith, public sector organisations and local employers.
- The ability to implement monitoring and evaluation techniques to measure impact and track progress
- The ability to build relationships with individuals, local community group, organisations, and businesses across Doncaster to engage and ensure buy-in to our EDI Statement and that it works for everyone

Given the current Covid-19 guidance is to promote home working wherever possible, this will be a home based and community role. It is important that applicants have good internet connections at home.

What you will need to succeed

The successful candidate will be able to demonstrate their knowledge of Equality, Diversity & Inclusion, and coordination skills. Experience of actively engaging with communities to address issues which affect their lives, and local knowledge of the Doncaster area is highly desirable.

You will possess excellent communication skills, both written and verbal, and have experience of engaging with a wide group of internal client groups and stakeholders.

What you will get in return

We offer an interesting and varied role, in a fast-paced team environment. We work from home with the opportunity (subject to COVID-19 Restrictions) to work out in the community.

Equipment (laptop and phone) will be provided.

Job Description

Job Title: Equality Diversity and Inclusion Co-ordinator

Position: 12 Months Fixed-Term Contract
Salary: £20,000 - £23,000 per annum
Hours: 37 hours per week (9am - 5 pm Monday - Friday)
Holidays: 28 days per year (including Bank Holidays) pro rata
Responsible to: The **Inclusion and Fairness Forum Leadership Executive**
Employing Body: Voluntary Action Doncaster
Place of Work: Home Based

Duties and Responsibilities

Core responsibilities and duties are to:

1. Support the **Inclusion and Fairness Forum Leadership Executive** to engage stakeholders to embed our new common Equality, Diversity, and Inclusion Statement.
2. Work with our BAME and other community leaders, voluntary sector organisations and local communities, to identify needs for development for all disadvantaged and under-represented groups.
3. Develop programme and project plans to address identified needs.
4. Support communications around the programme and project plans.
5. Undertake research, collating findings and summarising evidence and supporting the evaluation of the programme.
6. Provide high quality administrative support, maintaining accurate records both manually and electronically and producing monthly statistical reports.
7. Manage projects and events within delegated budget and to agreed timescales.
8. Foster good internal and external working relationships, including the public and customers, to enable the delivery of services.
9. Develop a role-related network of relationships with delivery partners and stakeholders.
10. Ensure own technical knowledge is up-to-date and facilitate the sharing of knowledge with delivery partners and stakeholders.

Person Specification

Relevant Skills (Essential)

- Active listening skills and empathy, in order to relate to people from a diverse range of backgrounds.
- Experience of building and maintaining relationships with stakeholders at various levels, with different perspectives.
- Experience of leading meetings and/or facilitating partnership forums.
- Relevant knowledge and understanding of the equality, inclusion and fairness agendas and related legislation.
- Cultural awareness of how the activities of the Leadership Team might affect people and communities on the ground.
- Good IT and social media skills - able or willing to learn and use a range of applications including (word processing, spreadsheets, databases, websites, social media).
- Ability to work to deadlines.

Personal Attributes and Values

- Enjoys working with people able to engage positively with others.
- Pride in the work you produce and care about the work you deliver.
- Ability to liaise with colleagues when appropriate.
- Honesty and Integrity.

Other Requirements (Subject to Covid Regulations)

- Occasional attendance at office (for training and specific project work).
- Must be able to travel throughout the borough as and when necessary

Equal Opportunities Monitoring Form

We are committed to equal opportunities in our recruitment process and in order to find out how well we are doing with this we need to collect monitoring data. This monitoring form is voluntary but the information we collect here is very useful to us as it helps us to make sure that we are an inclusive employer and to find out if our workforce is diverse. The information you supply on this form will be kept confidentially. The monitoring form is not sent to the recruiting panel and has no part in the shortlisting process.

What is your ethnicity?

| | |
|--|---|
| <p>Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh</p> <p><input type="checkbox"/> Asian / Asian British</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Other Asian background (specify if you wish):</p> | <p>White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Gypsy or Irish Traveller</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Scottish</p> <p><input type="checkbox"/> Welsh</p> <p><input type="checkbox"/> Other White background (specify if you wish):</p> |
| <p>Black, Black British, Black English, Black Scottish, or Black Welsh</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> Other Black background (specify if you wish):</p> | <p>Mixed</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Chinese</p> <p><input type="checkbox"/> Other mixed background (specify if you wish):</p> |
| <p>Other ethnic group</p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Other ethnic group (specify if you wish):</p> | <p>Prefer not to say <input type="checkbox"/></p> |

Your gender

Male Female Prefer not to say

Have you ever identified as transgender?

Yes No Prefer not to say

Your age

Date of Birth:

16 - 24 25 - 34 35 - 44 45 - 54 55 - 64 65+

Prefer not to say

Your sexual orientation

- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual/straight
- Other (specify if you wish):
- Prefer not to say

Marriage and civil partnership

- Single
- Married/in a registered same-sex civil partnership
- Separated, but still legally married/in a registered same-sex civil partnership
- Divorced/formerly in a same-sex civil partnership which is now legally dissolved
- Widowed/Surviving partner from a same-sex civil partnership
- Prefer not to say

Your religion or belief

| | |
|--|---|
| <input type="checkbox"/> No religion | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Other (specify if you wish): |
| | <input type="checkbox"/> Prefer not to say |

Disability

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled?

Yes.

Please specify:

- No
- Prefer not to say