



Inclusion & Fairness Forum



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

Dear applicant

Thank you for your interest in our 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
- A link to our 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 online equal opportunity monitoring [form](#).

The closing date for applications is 10am 18th July 2022. Applications and supporting documents should be emailed to:

info@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.

Yours sincerely

The Inclusion and Fairness Forum/Voluntary Action Doncaster Team

Background to the Role

The Doncaster Inclusion & Fairness Forum (IFF) was 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 reflecting these as we develop relevant and timely support and services to all our local communities.

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.

We have recently held conversations with our partners about their individual EDI policies and continuous improvement strategies. Our findings will help to shape our collective priorities and actions for the coming year. The successful candidate will be a key driver in developing a suitable programme of activity and engaging partners to ensure delivery.

This post is hosted by Voluntary Action Doncaster and will work closely with members of the IFF Leadership Team and Executive Forum.

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 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
- experience working on Equality, Diversity & Inclusion projects, programmes including effective engagement of '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

This will be a home and community based role. It is important that applicants have good internet connections at home and are able to regularly spend time in Doncaster community settings.

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 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:	£21,000 - £24,500 per annum
Hours:	37.5 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 with weekly attendance in Doncaster

Duties and Responsibilities

Core responsibilities and duties are to:

1. Work with community leaders, voluntary sector organisations and local communities, to identify EDI needs for all disadvantaged and under-represented groups,
2. Develop a role-related network(s) of relationships with delivery partners and stakeholders and communities.
3. Develop an appropriate programme of EDI activity and interventions to address the issues and barriers identified ensuring provision supports all the protected characteristics.
4. Manage related projects and events within an agreed budget and to agreed timescales.
5. Take forward the Anti-Racism Toolkit within VAD and cascade learning and good practice with our partner organisations.
6. Take for the recommendations of the EDI Statement Review and set up arrangements to agree and review our local partnership 10 point plan.
7. Undertake user research, collate findings and summarising evidence and supporting the evaluation of the programme.
8. Foster good internal and external working relationships, including the public and customers, to enable the delivery of services.
9. Raise awareness and understanding of EDI issues by developing case studies, sharing good practice, and using a range of communication channels including our newsletter, Diverse Doncaster, website, social media and events.
10. Provide high quality administrative support, maintaining accurate records both manually and electronically and producing monthly statistical reports.
11. Act as the Secretary to the Inclusion and Fairness Forum Executive Forum (Which meets bi-monthly) - reporting progress against the programme plan and driving the forward agenda and themes for discussion/action.
12. 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.