

Equity, Diversity and Inclusion and Wellbeing Manager

Job Level	5	Job Reference No:	#10719
		Role Review Date	September 2024
Directorate	Internal Services	Function	People Services
Service	Equity, diversity & Inclusion & Wellbeing	Reports to	Strategic People Lead, ED&I and Wellbeing

Scale and scope of role

Direct Reports	0	Indirect reports	0
Budgetary responsibility/ accountability	0	Accountable for other resources	0

Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes: connecting human kindness with human crisis. We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over. We help them to recover and move on with their lives. We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

The **Equity, Diversity, and Inclusion and Wellbeing Manager** will work with the ED&I and Wellbeing team to support the organisation to achieve its ambitions outlined in the ED&I and Wellbeing Strategy.

You will work closely with the Strategic People Lead to develop and refresh the ED&I and Wellbeing Strategy to ensure that it remains fit for purpose and evolves with our growing ambition.

You will deputise for the Strategic ED&I and Wellbeing Lead as and when required including oversight of staff, volunteers and contractors.

You will support the implementation and operationalisation of the Strategy by working with the ED&I and Wellbeing Steering Group (and sub-groups) and Executive Leadership Team Portfolio lead to support consistency and collective delivery across our priority impact actions. You will support the development of how we will measure progress against our Strategy including logic models, data dashboards and evaluation impacts.

You will lead on project managing, monitoring and evaluating high-risk programmes such as our work on Anti-racism.

You will be an excellent problem-solver and trouble-shooter as well as identify and seek the right models of support for managers, staff and volunteers.

Key responsibilities

Strategy Development, Projects and Implementation

- To assist the Strategic People Lead in the development and implementation of the ED&I and Wellbeing strategy across the British Red Cross, with a focus on strong collaboration, co-production and engagement, including lived experience.
- To act as a champion for best practice, enhancing the reputation of the organisation with commissioners, stakeholders and international partners.
- Work with and advise senior leadership team through the ED&I and Wellbeing Steering Group to embed the Accountability Framework.
- Lead and oversee specific high-risk projects that have an organisational reach and impact.
- To problem solve and trouble-shoot complex problems in ED&I and Wellbeing in the organisation offering creative solutions, compromises and mediation.

Governance and Operations

- To ensure our governance operating model is working and robust including supporting the work of the Steering Group and sub-groups.
- Support the development of systems, procedures, processes and ways of working to operationalise and embed good practice.
- To oversee the development the Centre of Excellence, including that there is central depository of Equality Impact Assessments to challenge institutional practices which may inadvertently disadvantage certain groups.
- To support reporting on the work of the ED&I and Wellbeing team.

Data and reporting

- To ensure that equality monitoring data is robust, accurate and fit for purpose.
- Develop measures of success, supported by appropriate metrics.
- Contribute to the shared strategic vision of the function to develop and embed ED&I and Wellbeing within all stages of the end-to-end employee and volunteer journey.
- Collaborate with strategy and change management leads to ensure that the 2030 Strategy includes the emerging KPIs and recommendations of ED&I and Wellbeing.
- Oversee the BRC's applications for external accreditation of ED&I and Wellbeing initiatives against national standards.

Expert Advice

- Support and guide the ED&I and Wellbeing Advisors with expert advice.
- Conduct scoping exercises and reviews to understand gaps and needs in our internal ways of working and external operations recommending improvements.

- Elevate essential information, including risks and issues to the Strategic People Lead in a timely manner.

Stakeholder engagement and communications

- Work across boundaries to drive joined-up, collaborative approaches to policy development, communications and engagement, people strategy, culture and change.
- Build close rapport with the Senior Leadership Team (SLT), our networks, and all internal stakeholders.
- To oversee communications and to ensure these are effective and impactful.

Continuous Development

- Actively seek best practice, research and benchmarking tools to support our ambitions in ED&I and Wellbeing contributing to the Centre of Excellence.
- Support ED&I and Wellbeing Advisors on cross collaboration working, knowledge sharing and learning from what we already do well at the British Red Cross.
- Ensure ongoing personal development to maintain own skills, support the ED&I and Wellbeing team and the learning of others.

Team Member

- Takes part in team meetings and supports other team members.
- Works and behaves in accordance with all policies, procedures and in line with our Values in Action.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society’s values (inclusive, compassionate, courageous and dynamics)

The duties and responsibilities described are not a full list. We may give you other tasks as well.

Pre-engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales – Disclosure and Barring Service (DBS)
• Basic
Scotland
• Basic
Northern Ireland
• Basic

Drivers Check - Required – No

Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
Knowledge and Skills	S	I	A
<p>Essential</p> <ul style="list-style-type: none"> - Equity, Diversity and Inclusion, Wellbeing and HR knowledge - Programme/project management knowledge through qualification or experience i.e MSP. - Strategy development and delivery - Analytical, data and research skills - Ability to communicate with range of stakeholders including people with lived experiences and leadership - An understanding of benchmarking, kitemarks and/or accreditations. 	S S S S	I I I	A
Experience	S	I	A
<p>Essential</p> <ul style="list-style-type: none"> - Proven success in working with cross-functional teams - Working with a wide range of stakeholders adapting approach. - Evaluation and monitoring of projects - Proven success in strategy development, planning and delivery - Providing expert or specialist advice - Ability to problem solve and troubleshoot complex issues - To lead people with confidence 	S S S S	 I I I	
Additional requirements			
<p>Essential</p> <ul style="list-style-type: none"> - Ensures inclusive practice, challenges discrimination and promotes diversity in line with our Equity, Diversity and Inclusion (EDI) policy. 	S		
Values in Action			
<p>Dynamic - We move forward as one team.</p> <ul style="list-style-type: none"> - Every day, we're adapting, innovating and learning. - When the unexpected happens, we are calm, quick and efficient. - We respond smartly, using clear processes and systems. <p>Compassionate - We stand for kindness.</p> <ul style="list-style-type: none"> - People come first, no matter who or where they are. - We have genuine, open-minded conversations. - Together, we're a united force for good. <p>Inclusive - We are open to all.</p> <ul style="list-style-type: none"> - We treat each other with dignity and respect. - Every person's uniqueness is valued, supported and celebrated. - Our individual backgrounds and experiences make our organisation stronger. <p>Courageous - We are bold.</p> <ul style="list-style-type: none"> - We show our strength by doing the right thing. - We aren't scared to test our creative ideas. - As humanitarians, we go the extra mile to help people in crisis 			

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.