**Equality, Diversity and Inclusion Project Officer**

Equality, Diversity, and Inclusion at SARAC

We are committed to being there for anyone who has been affected by rape or sexual violence in Burton and district,

Every person has the right to be their true self and to live a full life without prejudice, fear, or barriers. This belief is at the heart of everything we do. Through this, we can do right by everyone involved with SARAC and all those we work to support.

**Equality, Diversity, and Inclusion (EDI) vision**

*“Together, we can remove real and perceived barriers, valuing everybody who volunteers with, works for, supports or benefits from our work.”*

**Why is this so important to us?**

As a society, we need to promote mutual respect in a way that truly values individuality and difference, and we need to play our part in that. The society we want to see - is one that embraces individuals for who they are.

We know that understanding and breaking down systemic and institutional barriers and prejudices to create an equal and fair society has to start with us. We are looking for a creative and dynamic person to head up this work.

This project profile isn’t intended to be an exhaustive list of your duties, rather it gives you an outline of what your role will involve. It will be for you to work with your colleagues to develop and shape your work in line with our strategic objectives.

You’ll be accountable for high levels of performance, setting the standard for others to follow, putting our communities of Burton and district first and supporting our shared mind-set to achieve our strategic objectives.

Your people skills will be brought to the fore and your ability to nurture, coach, inspire and empower people will be strong, supporting a constructive and positive working environment.

Your project management skills will be equally solid, and decision making will be informed by robust analysis and critical assessment. Through effective engagement, you will deliver excellent community development projects and use feedback to improve what we do whilst also drawing on your own learning and experience.

You will be adept at delivering complex projects with strong planning skills and specialist knowledge of EDI. Providing expert knowledge and support, you will help influence stakeholders and colleagues working closely with the Chief Executive.

You will play a key part in how we engage with communities, improving our people policies and recruitment and retention strategies with your insight.

**Job Description**

**Job title:** Freelance Equality, Diversity and Project Officer

**Reporting to:** Chief Executive Officer

**Salary:** Actual Annual Salary £16,800 (paid in monthly instalments £1400 subject to submission of monthly impact report)

**Terms :** 12 months contract

**Purpose of Job**

The focus of the project is to be a visible champion for change and development of specialist services. To ensure that harder to reach communities are communicated to in the local area and our service is truly accessible to all. The project will be responsible for establishing good working practices ensuring all groups incl. staff/volunteers/beneficiaries and local communities are given a voice.

* To identify, develop, and deliver a programme of community development activity to achieve positive impact across communities of Burton and district, highlighting the work we do and enable us to engage with new audiences in creative and appropriate ways.
* To work closely with staff team and board to embed diversity and activity into people processes and policies.
* To work with external bodies to benchmark progress against best practice and keep up to date with the latest developments in diversity research and thinking.

You will represent SARAC and help build collaborative working practices , and work with colleague networks to ensure any activity is fit for purpose and culturally appropriate.

**Specifically**

* Map current provision and research communities of Burton and District looking specifically BAME, LGBTQ+ and disability charities
* Connect with local BAME, LGBTQ+ and disability charities and organisations in order to collaborate in the provision of specialist support for victims of abuse in those communities
* Set up a program of activities/events and pilot schemes to achieve the above. New and different ways of working ( through for example dance, art and drama, outreach, through partnerships)
* Also, to improve the accessibility of online and digital resources for all, especially those with a disability.
* Attract and recruit volunteers to further achieve our objectives.
* Develop and research communities of east staffs and lead/collaborate on an initiative to ensure we are serving and truly representative of all groups and individuals highlighted by the 9 protected characteristics.
* Coordinating communications such as leaflet posting describing services and volunteer opportunities.
* Review our policies and procedures to ensure EDI is embedded within them where appropriate
* Working with the Management Team, ensure staff and volunteers are trained in Equality, Diversity and Inclusivity and how best to support minority groups
* Working with the Management team, complete a targeted recruitment drive to improve diversity across the board of trustees
* Ensure the safeguarding process is followed and that any concerns are escalated in accordance with policy and procedure.
* To attract and help recruit all volunteer roles including ambassadors, counsellors, and emotional support volunteers from BAMNE, LGBTQ+ and disability backgrounds.
* To coordinate events and give presentations and to attend volunteering events.
* To support the evaluation process by taking responsibility for monitoring, reporting and evaluating data purporting to these specific groups.
* To keep own knowledge updated around relevant information and training.
* To work with the team to ensure that the profile of the organisation and access to its services is maximised within the target area.
* Attend external meetings that benchmark best practice.
* Keep up to date with latest developments in diversity research and thinking.
* To undertake any other tasks relevant to the post.

**Person Specification – EDI Project Officer**

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| **Criteria** | **Essential** | **Desirable** |
| Knowledge of developing EDI policy within charitable organisations | 🗸 |  |
| Experience of managing projects | 🗸 |  |
| Experience of working in Community Development role | 🗸 |  |
| Knowledge and understanding of the issues of rape, sexual and domestic abuse, and its impact on society | 🗸 |  |
| Recognised Professional Qualification in Counselling Skills |  | 🗸 |
| Experience of working with clients with vulnerable backgrounds | 🗸 |  |
| Experience in Adult and Children’s Safeguarding processes and procedures | 🗸 |  |
| Experience/knowledge of working with the effects of sexual abuse |  | 🗸 |
| Willingness to undertake SARAC training both initially and ongoing | 🗸 |  |
| Willingness to attend external training and conferences etc. | 🗸 |  |
| Experience of motivating and developing a volunteer service | 🗸 |  |
| Experience of co-ordinating the work of volunteers within an organisation | 🗸 |  |
| Experience of monitoring and evaluating volunteer performance and client services | 🗸 |  |
| Ability to develop and enhance volunteer training and experiences | 🗸 |  |
| Experience of working with people who are using their voluntary work as a placement for a qualification |  | 🗸 |
| Excellent verbal and written communication skills | 🗸 |  |
| IT skills – experience with Excel, Word, and other Microsoft programmes | 🗸 |  |
| Experienced in writing reports and producing statistical data | 🗸 |  |
| Ability to adhere to organisational policies and practices | 🗸 |  |
| Ability to work individually and as part of a team | 🗸 |  |
| Ability to organise and prioritise own work | 🗸 |  |
| Experience of working within a team of paid and voluntary staff | 🗸 |  |
| Have a flexible approach to working hours including occasional evening and weekend work | 🗸 |  |
| Positive and enthusiastic to develop role in line with SARAC’s Strategic plans. | 🗸 |  |
| Possess a full driving licence and use of own vehicle |  | 🗸 |