



Job Description

Equity, Diversity and Inclusion - Community Development Worker

Job title:	Equity, Diversity and Inclusion Community Development Worker - 12 month funded post
Reporting to:	Chief Executive
Salary:	£25,200 per annum, pro rata
Hours:	Part-time: up to 25 hours per week over a minimum of 3 days/evenings
Holidays:	22 days statutory entitlement per year – pro rata equivalent (including 8 bank holidays)

Purpose

This part-time role will focus on working with the ethnic minority communities of Burton and the surrounding district. The purpose of this role is to increase our community activities within minority communities, tackle stigma, myths and taboo subjects around sexual abuse and violence, including rape, and promote healthy relationships. Exploring cultural acceptance and awareness around sexual abuse, violence and exploitation.

Main Duties & Responsibilities

- To develop a selection of capacity building, support services and activities, focussed on breaking down barriers to partnership work with local providers and communities. We seek to improve collaboration in the area and work between voluntary sector parties, specifically with local voluntary-led groups that are not formally constituted and user-led.
- To develop Community Champions/Ambassadors to be available to support the communities that we work with around sexual health, violence, crime, relationships, and mental health and wellbeing.
- To deliver capacity building sessions and outreach activities in communities, using targeted social media and providing meeting space for community groups.
- Provide co-ordination of EDI activities to support SARAC with the implementation of the EDI project delivery plan.
- Collaborate with colleagues to identify and develop sector priorities and delivery plans that are aligned with community development priorities.
- Lead, co-ordinate and deliver EDI and community development activities in conjunction with SARAC's strategic objectives.
- Manage EDI reporting mechanisms relating to progress and outcomes against EDI plans, aims and objectives.



- Remain up to date with local, national, and international EDI policy and practice, acting as a source of knowledge and a channel for communications.
- Ensure appropriate data is identified, analysed and used to identify areas of focus and tracked progress.
- Act as a key link between the CEO and the Board of Trustees, working in partnership to ensure flow of communication, best practice, initiative and support.
- Champion all aspects of EDI within the work of SARAC's systems, working positively and proactively and considering all stakeholders.
- Undertake appropriate planning (defining project deliverables, success, criteria, benefits management, data management, dependencies, change control, risk management and resource/cost) for identified EDI activities.
- Take responsibility for high quality project delivery, including supporting governance structures, stakeholder management, reporting and engagement to ensure the benefits, approach and commitment are widely understood.
- Ensure that deliverables, objectives, and outcomes of the projects are achieved as specified, with timescales, to budget and to agreed quality standards.
- Produce and present comprehensive highlight reports to relevant stakeholders as required.
- Work collaboratively with colleagues across SARAC to facilitate the effective delivery of EDI projects and activities.
- Organise EDI events, workshops, focus groups and other activities to develop and implement strategic thinking.
- Meet targets as set out by funding requirements.
- Complete an annual and final evaluation for the project.



Person Specification

Criteria	Essential	Desirable
Evidence of CPD and further training ideally including EDI and community development and trauma studies.	✓	
Additional qualifications or training in working with trauma and /or victims of sexual violence.	✓	
Asset based community development experience.	✓	
Experience of successful delivery of projects or initiatives.	✓	
Experience of managing sensitive issues / projects.	✓	
Effective communication skills including facilitation, influencing and stakeholder engagement.		✓
Experience of working with different organisations to achieve the same purpose.		✓
Educated to degree level or equivalent experience in relevant subject.		✓
Extensive knowledge and awareness of rape, sexual abuse, trauma and their effects within the therapeutic setting.		✓
Knowledge and experience of safeguarding adults and young people.	✓	
Knowledge of equalities legislation, policy and practice and how it impacts an organisational setting.	✓	
Able to maintain professional, well written and comprehensive notes, write reports and evaluate outcomes.	✓	
Ability to demonstrate a high degree of professionalism.	✓	
High emotional and cultural intelligence, as well as experiences of anti-discriminatory working principles and practices and of the importance of an ethos of diversity.	✓	
Willingness to undertake SARAC training both initially and ongoing.	✓	
Experience in using the Microsoft package, writing reports and producing statistical data and be competent in the use of other IT to support the delivery of presentations.	✓	
Ability to organise and prioritise own work and work to deadlines as well as working as part of a team.	✓	
Have a flexible approach to working hours including possible evening and weekend work.	✓	
Possess a full driving licence and use of own vehicle, which must be	✓	