**Candidate Information**

**EDI Manager**

|  |  |
| --- | --- |
| **Salary:** | Grade I:£41,738 per annum pro rata |
| **Hours:** | Full time hours are 37.5 hours per week  This job can be considered for full time or part time from 22.5 hours per week. We are very happy to discuss working hours to suit individual circumstances. This role is particularly suitable for job share / compressed hours / school hours. |
| **Contract:** | 12-months fixed term |
| **Disclosure:** | Enhanced DBS/PVG Scheme/AccessNI is not required |
| **Base:** | Home based (anywhere in the UK) |
| **Travel:** | This role will involve occasional travel to our hubs across the UK. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

|  |  |
| --- | --- |
| **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview**

Sustrans aims to be a charity for everyone. In September 2023, we launched our For Everyone Strategic Framework (FESF) and Action Plan. The FESF outlines our approach to embedding equity, diversity and inclusion internally within our organisation and externally in our delivery work, so that we can truly be a charity for everyone. The FESF has informed the development of our new 2025-2030 organisational strategy, which will be implemented from 1st April 2025. The FESF has also been embedded in Sustrans Approaches, a new document that clarifies what services Sustrans offers.

We are looking for a dedicated, diligent, and driven EDI Manager to help us ensure alignment between the external dimension of the FESF and our new organisational strategy while our Strategy Lead – Equity, Diversity and Inclusion is on maternity leave. This includes providing practical guidance to the Senior Leadership Team to help deliver core actions from the FESF External Action Plan, as well as providing progress reports to the Executive and Board. In this 12-month role, the post holder will report to the Executive Director, Impact and work with key stakeholders across the organisation.

|  |  |
| --- | --- |
| **Where this role sits in the structure** | The post holder will report to the Executive Director, Impact.  This role does not have line management responsibility. |

**Key Responsibilities**

1. To provide practical support and guidance to the Executive Director, Impact in ensuring that equity, diversity and inclusion are embedded in our external delivery work and the implementation of our new five-year strategy.
2. To oversee the consistent implementation of Sustrans Approaches, with a particular focus on inclusive design and delivery of our services, in partnership with the Director of Urbanism, the Senior Leadership Team and colleagues across our UK-wide teams.
3. To act as a ‘critical friend’ to the Senior Leadership Team to support the delivery of the ‘For Everyone’ activities they committed to in their 24/25 Business Plans.
4. To establish and co-ordinate a UK-wide EDI group, in partnership with the EDI Manager (Internal), focused on sharing knowledge, resources and good practice on embedding equity, diversity and inclusion across our external projects.
5. To manage structured knowledge-sharing on equitable and inclusive active travel project design and delivery between external experts and our UK-wide teams.
6. To collaborate with the Research & Monitoring Unit to evaluate and report on progress on the implementation of the FESF External Action Plan, including ensuring a consistent flow of relevant information in accessible formats for Executive, Board and colleagues, including development of the Annual ‘For Everyone’ Report.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the skills, knowledge and experience which will be assessed against at both application and interview stages. You should use the selected criteria as a guide to convey the evidence of your experience in these areas on your application form.

Our website has a useful guide about how to make a great job application to help you.

|  |  |  |
| --- | --- | --- |
|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Experience and proven track record in applying, or training others to apply, inclusive design principles in the delivery of engagement, infrastructure and/or urban planning projects. | ü | ü |
| Experience working cross-organisationally with colleagues at all levels, including in the role of an EDI specialist or ‘critical friend.’ | ü | ü |
| Proven successful project management and delivery experience, including experience evaluating and reporting on progress to a range of audiences. | ü | ü |
| **Skills and Abilities** |  |  |
| Strong ability to collaborate with others to challenge the status quo and consider how things could be done more equitably and inclusively. | ü | ü |
| Excellent stakeholder management, interpersonal and (verbal and written) communication skills. |  | ü |
| Strong ability to interpret, analyse and present qualitative and quantitative data, as well as develop structures or mechanisms to report on and evaluate their impact. | ü | ü |
| Ability to work independently, deliver multiple workstreams and time-critical priorities, demonstrate sound decision making and take a flexible approach to support the delivery of additional work priorities. |  | ü |
| **Specific knowledge required** |  |  |
| Knowledge of the EDI landscape in active travel and the wider transport and environmental sectors. | ü | ü |
| Knowledge and understanding of the political, economic and policy framework within which Sustrans operates. |  | ü |
| Solid IT skills, including Microsoft Office. |  |  |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future, we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.