**Candidate Information**

**EDI Manager (Internal)**

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| **Salary:** | Grade I:£41,738 per annum, pro rata |
| **Hours:** | 30 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 Maternity cover |
| **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. |

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

**Job Description - About the Role**

**Overview**

Sustrans aims to be a charity for everyone. In November 2022, we commissioned the Employers’ Network for Equality and Inclusion (enei) to do a Diversity and Inclusion audit of the organisation. Findings and recommendations from this audit have informed the internal side of our For Everyone Strategic Framework (FESF) and action plan, launched in September 2023. 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.

We are looking for a dedicated, diligent and driven EDI Manager (Internal) to help us implement our For Everyone Internal Action Plan and ensure continuity while our Strategy Lead – Equity, Diversity and Inclusion is on maternity leave. In this 12-month role, the post holder will report to the Executive Director, People and Organisation Development and work with key stakeholders, including senior leaders, the People and Organisation Development team, our EDI Groups and Colleague Networks, as well as colleagues across the whole organisation to implement our For Everyone Internal Action Plan. As part of the delivery of the action plan, the post holder will be responsible for end-to-end project management, from scoping and planning to executing, reporting and evaluating necessary change initiatives across the organisation.

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

**Key Responsibilities**

Responsibilities may include:

1. Promoting and implementing the For Everyone Internal Action Plan.
2. Driving culture change at Sustrans by role modelling and embedding equity, diversity and inclusion (EDI) into all relevant people processes and policies in line with best practice to create a more diverse and inclusive organisation.
3. Managing specific EDI work projects and change initiatives, as outlined in the For Everyone Internal Action Plan, ensuring quality and timely execution.
4. Monitoring and reporting on progress on the implementation of the For Everyone Internal Action Plan, including ensuring a consistent flow of relevant information in accessible formats for Executive, Board and colleagues.
5. Identifying and responding to challenges as they arise, and identifying mitigation measures to keep us on track for delivering the Action Plan in the timescales proposed.
6. Monitoring the demographics of our workforce to benchmark our performance, identify patterns or trends and resolve issues. Reviewing and improving our colleague diversity data collection and analysis to help build a complete picture of EDI issues (including strengths, weaknesses and opportunities) that can inform further action and improvements.
7. Reviewing and improving the support we provide new starters to ensure diverse people are able to establish and develop their careers at Sustrans.
8. Overseeing and strengthening the governance of our EDI Groups and Colleague Networks, creating a structure that enables more collaboration among the groups, networks and wider organisation.
9. Championing EDI within Sustrans and influence all levels of the organisation to promote inclusive practices within the day-to-day work.

*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.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Proven successful experience managing and implementing EDI-related organisational change initiatives, including experience supporting colleagues in different departments or functions to apply and embed EDI in their work. | ü | ü |
| Proven successful project management and delivery experience, including experience delivering multiple workstreams and time-critical priorities, reporting on progress to a range of audiences, and developing structures or mechanisms to evaluate their impact. | ü | ü |
| **Skills and Abilities** |  |  |
| Excellent project management, time management and organisational skills. | ü | ü |
| Excellent stakeholder management, interpersonal and (verbal and written) communication skills. | ü | ü |
| Strong ability to interpret, analyse and present qualitative and quantitative data to develop and evaluate the impact of data-driven EDI programmes, policies and initiatives. | ü | ü |
| Ability to work independently, demonstrate sound decision making and take a flexible approach to support the delivery of additional work priorities. | ü | ü |
| **Specific knowledge required** |  |  |
| Proven in-depth knowledge of workplace EDI issues, including knowledge of equality impact assessments, current best practice and relevant Equalities and Human Rights legislation. | ü | ü |
| Solid IT skills, including Microsoft Office, Power BI and HR platforms. |  |  |

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.