# POST: Equity Diversity and Inclusion (EDI) Lead

**LOCATION:**  **Shipley, with district wide travel (hybrid role up to 40% home-working)**

**GRADE / SALARY:**  **E2 £31,065 FTE per annum**

**HOURS:**  **37.5 per week with occasional evenings and weekends to attend events**

**ACCOUNTABLE TO:**  **Head of Central Services/ Director of People and Culture**

**Purpose of the Job:**

As the Equity, Diversity, and Inclusion (EDI) Lead, you will play a pivotal role in shaping our organisational culture and services to ensure they are reflective of and responsive to the needs of our diverse community. You will lead the EDI working group, collaborate with internal teams, engage external stakeholders, drive forward the EDI Strategy and Action Plan to promote equity, diversity, and inclusion across all aspects of our operations.

Working in partnership across the Leadership Team you will lead and coordinate effective co-production with stakeholders across our services. By implementing client involvement strategies, you will guide our team to ensure our organisation meets the needs of the community and drive quality improvement.

**Main Duties:**

* Implement the organisational EDI strategy, ensuring actions remain aligned with the wider organisational strategy, values, mission and are co-created with clients and stakeholders, reviewing as necessary.
* Work with the Senior Leadership and People teams to drive forward EDI across the organisation
* Build trusted relationships with local communities to support collaborative working, foster an inclusive environment and increase referrals from underserved communities.
* Establish a strong presence across Bradford District and Craven by attending key events and driving awareness.
* Engage with communities to build strong, trusting relationships by understanding unique challenges and fostering an inclusive environment to drive awareness and referrals from the community.
* Advise and support teams, including making recommendations and monitoring progress, addressing challenges and adapting strategies as needed to achieve desired outcomes with the support of the Leadership Team.
* Play a proactive role in encouraging cross-organisational awareness of equity and diversity issues, working with the communications team and SLT to promote the profile of the EDI strategy.
* Lead the EDI Working Group, ensuring coordination, implementation and monitoring of agreed projects and workplans. In conjunction with the EDI Working Group, plan and lead the programme of work for EDI champions, as well as supporting delivery of cross organisational EDI actions and projects.
* Analyse and report on data to inform equity and diversity actions, providing regular updates and or reports for SLT and Board on progress towards EDI objectives, attending Board meetings or Sub-Committees as required.
* Work in collaboration with all departments and services to ensure that communications, policies and processes are inclusive and support the EDI strategy.
* Identify specific EDI training needs, sourcing external training or delivering training in-house. This could be for staff, volunteers or clients on topics such as cultural competency or coproduction.
* Lead the exploration and potential implementation of equity-related initiatives/charter marks as appropriate.
* Develop, review and implement the Coproduction Strategy and involvement action plans, ensuring it is aligned with the organisations EDI strategy and coproduction initiatives actively promote inclusivity, address disparities, and uphold the rights of marginalised groups.
* Work across the leadership team to support coproduction reviews within the organisation's services, involving clients, staff, and other stakeholders. This may include facilitating collaborative discussions to evaluate the effectiveness of current practices, identify areas for improvement.
* Conduct thorough assessments to understand the individual needs and experiences of clients accessing mental health services; this includes planning, recruiting for, delivery of, and review of focus groups and client consultations alongside service team members; this involves active listening, empathy, and creating a safe space for clients to share their perspectives.
* Analyse coproduction and focus group feedback, survey responses, and other relevant data to identify patterns, trends, and areas of concern. Prepare comprehensive reports and presentations outlining key findings, recommendations, and proposed action plans.

**Values and Behaviours:**

* Create and maintain a culture of respect always challenging and rooting out discrimination and stigma.
* Demonstrate a consistent belief in people and tenacity in supporting people to improve their future.
* Be passionate about our work and inspire others to feel the same.
* Be committed to doing things well and always look for opportunities for improvement.
* Model excellent partnership and team working.

**Person Specification**

*\*NB areas marked application will be the shortlisting criteria\**

Listed below are the knowledge, experience skills and values you’ll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

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| **Knowledge** | **Method** |
| Qualification in EDI or equivalent experience | **Application** |
| Knowledge, understanding of the challenges facing people who have difficulties relating to their mental health, including the impact of stigma and discrimination. | **Application Assessment** |
| Demonstrates high level of knowledge and understanding of equality, diversity and inclusion including relevant legislation and best practice with the ability to apply this effectively and a commitment to keeping up to date. | **Assessment** |
| Strong understanding and track record in delivering Coproduction principles | **Application** |
| Knowledge and understanding of the diverse population of Bradford District and Craven | **Application Assessment** |
| Clear understanding of working with intersectionality to improve support where different identities (e.g., race, gender, disability, sexual orientation, socio-economic background) intersect to affect mental health experiences and access to services | **Application**  **Assessment** |
| **Experience** |  |
| Proven experience in leading EDI initiatives at a strategic and operational level with an understanding of how this would be applied in a small organisation/charity | **Application** |
| Experience of project planning, management, implementation and evaluation. | **Application**  **Assessment** |
| Experience of facilitating open discussions with stakeholders | **Application**  **Assessment** |
| Experience of data collection, management and analysis | **Application**  **Assessment** |
| Experience, including lived experience, of working with people from marginalised and minoritised communities, and/or people with Serious Mental Illness. | **Application**  **Assessment** |
| Experience leading and influencing a group of individuals with diverse backgrounds, skills and experience in an organisational context | **Application**  **Assessment** |
| Experience planning, delivering and reviewing training | **Application** |
| **Skills** |  |
| Confident and approachable communicator, able to engage with a wide range of people and ability to work with and between stakeholders at all levels, internally and externally | **Assessment** |
| Skilled relationship builder, able to build trust and cooperation among clients, colleagues, stakeholders, community leaders, commissioners and funders. |  |
| Pro-active self-starter with the ability to work as a team and independently to drive action and impact | **Application**  **Assessment** |
| **Values** |  |
| A firm belief that all people matter and deserve respect | **Assessment** |
| An evidenced belief that everyone can change | **Assessment** |
| Resilient and adaptable – able to respond effectively to challenges and change in a fast-paced, dynamic environment. | **Assessment** |
| Strong sense of personal integrity and an ethical approach to leadership and decision-making and a track record of delivering on your commitments | **Assessment** |
| Demonstrable commitment to own continuous personal and professional development | **Application** |
| A strong personal commitment to equity, diversity, and inclusion | **Assessment** |