



## Job Description

<b>Job title:</b>	Equality, Diversity and Inclusion Officer
<b>Responsible to:</b>	National Diversity Manager
<b>Salary:</b>	WCVA Grade C: <b>£28,507 increasing to £30,211 per annum</b> following successful completion of a 6-month probationary period.
<b>Base:</b>	Flexible: We have office hubs in Abergele, Aberystwyth and Cardiff that staff can utilise. We are a pan Wales organisation which means there will be a requirement to attend some specific staff events and work engagements as required.
<b>Contract Type:</b>	Fixed term - until March 2023
<b>Annual Leave:</b>	25 days per annum, plus bank holidays, plus five discretionary days
<b>Travel:</b>	Use of public transport is preferred; when this is not convenient staff may use their own vehicles or the car rental system. Mileage rates are paid in accordance with recommended Inland Revenue rates
<b>Hours:</b>	35 hours per week; flexibly.
<b>Superannuation:</b>	The post will attract a contribution of 9% of annual salary to WCVA's approved pension scheme.

**Language skills:** Welsh language skills would be an asset to the post.

## **AIM OF THE POST**

WCVA is committed to having a workforce and membership that reflects Wales' diversity and an inclusive culture in which all our colleagues, members and partners can contribute. We also want to lead the way as an exemplar employer and infrastructure body supporting the voluntary sector in Wales.

This role provides a unique opportunity for a delivery focused individual to work with staff and stakeholders to contribute to this high-profile agenda. The role will provide specialist advice, guidance, and support to voluntary organisations in Wales on equality, diversity, and inclusion. It will also support WCVA's internal EDI work and partners from Third Sector Support Wales (TSSW), embedding EDI across all our services.

\* Third Sector Support Wales (TSSW) is a network of support organisations for the whole of the third sector in Wales. It consists of the 19 local and regional support bodies across Wales, the County Voluntary Councils (CVCs) and the national support body, Wales Council for Voluntary Action (WCVA). Further information about TSSW can be found here <https://thirdsectorsupport.wales/about-us/>

## **MAIN DUTIES**

As an equality, diversity, and inclusion officer, you will need to:

- Provide advice, guidance and support on equality and diversity issues to voluntary organisations in Wales
- Establish partnerships with third sector equalities organisations to develop events and resources for voluntary organisations to progress their own EDI work
- Signpost third sector organisations to resources and training provided by equalities organisations
- Provide advice and guidance to WCVA staff and support our internal EDI development work
- Identify, raise awareness and champion a calendar of events and good practice from within the voluntary sector, public and private organisations

- Work with partners to identify, collate and analyse qualitative and quantitative EDI data to gather insight and improvement opportunities
- Provide guidance and support to TSSW\* partners and coordinate involvement in and response to relevant campaigns and initiatives created by, for and with the voluntary sector in Wales
- Explore options for future sustainability of the role by gathering evidence and insight from the sector for an ongoing programme of support

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

As WCVA is part financed by European Funding (through the Welsh European Funding Office) some of your duties may require you to spend time working across these projects. The WEFO references for these projects are 80845, 80846, 80847 and 80848.

## **PERSON SPECIFICATION**

The following are *essential skills* (candidates who cannot demonstrate these will not be short listed)

1. Life experience and/or allyship of championing several protected characteristics.
2. Basic understanding of equalities and anti-discriminatory legislation and its practical implementation in the workplace.
3. A commitment to championing equality, diversity, and inclusion across all nine protected characteristics and intersectionality
4. Experience of engaging with under-represented groups and understanding of different engagement methods/approaches
5. Excellent communication and influencing skills including report writing, writing for the web and social media, and delivering presentations

6. Experience of building relationships with key stakeholders and decision makers, at all levels of organisations and from a range of backgrounds
7. Ability to plan and organise own work, working to multiple deadlines and managing own time
8. Experience with MS Office 365 (including Teams) and using IT

The following are *key skills* (these skills are needed for the role but could be acquired on the job or through training within 6 months of appointment)

1. Understanding of the voluntary sector in Wales and of the implications of promoting equality, diversity, and inclusion in the context of Wales's two official languages
2. Experience of developing and delivering EDI training
3. The ability to create reports and other resources

The following are *desirable skills* (these skills are preferable, and would enhance the application)

1. Welsh Language skills would be an asset to the post; the appointed candidate is expected to display an awareness of and support compliance with the Welsh Language Standards.

