

JOB DESCRIPTION

JOB TITLE	Equality, Diversity, Inclusion and Wellbeing Coordinator
GRADE	5A
HOURS OF DUTY	37.5 hours open to flexible working
REPORTS TO	Senior People and Culture Partner - Projects
KEY RELATIONSHIPS	Directors, Heads of Department, Managers, Staff, Volunteers, External partners.
RESPONSIBLE FOR	This role does not have line management responsibility

JOB SUMMARY

The EDI and Wellbeing co-ordinator will manage the day-to-day coordination and delivery of activity to support the development of Equity, Equality, Diversity, Inclusion and wellbeing at the Hospice in alignment with the EDI strategy and key wellbeing objectives, including the provision of support to the EDI Steering Group and EDI workforce working group.

As a lead member of the EDI workforce Group, the postholder will work closely with colleagues from across the Hospice to promote and embed equality, diversity, inclusion and wellbeing initiatives.

MAIN DUTIES AND RESPONSIBILITIES

The EDI Coordinator will establish effective communication and information sharing regarding Hospice EDI and wellbeing activity and will gather input from stakeholders to inform their approach.

The role will assist the Senior People and Culture Partner with the general administration and project coordination of the EDI and wellbeing action plans for the workforce (employee and volunteers) and assist where needed with EDI initiatives for external services and customers.

The EDI Coordinator will raise awareness of Hospice EDI and wellbeing activities and share good practice across the Hospice network.

Provide coordination support for EDI and wellbeing communications and events and in conjunction with colleagues in marketing, volunteering and internal comms, take a lead role in the design, creation and maintenance of EDI and wellbeing related web/ hub content.

Use EDI and wellbeing knowledge to advise and support colleagues, raising awareness of and celebrating EDI contributions across the Hospice.

Take a lead role in the co-ordination of the EDI and wellbeing accreditation action plans and embed best practice across the Hospice.

In conjunction with colleagues in Marketing and communications create and communicate EDI and wellbeing events/key calendar dates.

Provide administrative support and, where appropriate prepare the agenda and draft minutes for EDI and Wellbeing meetings.

Coordinate key events such as relating to Mental Health Awareness Week, Black History Month, LGBT History Month, International Women's Day and key religious dates etc. Coordinating feedback processes from events and initiatives and suggesting future events.

Support coordination of the delivery of specific EDI and wellbeing interventions and initiatives and coordinate updates of EDI and wellbeing action plans to enable regular EDI and wellbeing communication updates on progress and implementation to the steering group.

Support the delivery of work through project planning and supporting the Hospice to stay on track.

Provide project coordination and day-to-day project administration, including developing and managing simple project documentation.

Provide advice and guidance to members of staff across the Hospice on related issues, resolving routine enquiries and signposting as required.

Collate, collect and prepare data sets for further analysis.

Provide administrative, coordination and note-taking support for EDI and wellbeing related meetings and projects.

Ensure all EDI and Wellbeing policies are maintained and updated as appropriate and provide administrative support for the procedural elements of all EDI and wellbeing policies e.g. training and carer passports.

Set up and manage relevant databases and record systems to facilitate appropriate data analysis of EDI and wellbeing variables and trends.

Provide administrative support, for example, in processing invoices and payments to suppliers using correct account and project codes, to ensure payments are promptly processed.

Plan and organise own work schedule determining priorities across projects and balancing conflicting demands.

Liaising with the People and Culture Partners to support the coordination of EDI development sessions and embed EDI within staff induction.

Develop communication material and online training to promote learning opportunities for staff.

Build relationships and collaborate across departments to ensure they are aware of EDI and wellbeing initiatives and activities and act as a point of contact for

colleagues with EDI and wellbeing queries.

Collate and report on aspects of good practice in policies, procedures, initiatives and activities to share internally when required.

The role requires an ability to work on own initiative and to act independently within appropriate policies, procedures and guidelines. The post holder will need to establish how these should be interpreted.

Deliver against agreed objectives, achieving quality outcomes.

Provide coordination of, and participate in meetings, providing information, advice and support where requested.

Responsible for preparing correspondence and complex papers, as directed by the Senior People and Culture Partner.

Support and inform the requirement for and targeting of resources, monitoring, implementing and evaluating projects.

Contribute to the commissioning of providers to support the EDI strategy aims.

Provide specialist training, advice and support where necessary.

Develop and maintain workforce data and provide information on project and statistical information.

Contribute to ensuring there are processes in place for sharing learning and outcomes.

Contribute to equality impact assessments, identifying interdependencies across projects/functions, risks and issues, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary.

Pro-actively manage stakeholders, responding to and resolving conflict where needed.

ADDITIONAL REQUIREMENTS OF POSTHOLDER

SENSITIVITY AND PROFESSIONALISM: As an employee of Saint Francis Hospice you should expect that it is likely that you will come into contact with patients, their families and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

CONFIDENTIALITY: The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

DATA PROTECTION: It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 2018.

EQUAL OPPORTUNITIES: The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

HEALTH AND SAFETY: All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This documents sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

HOSPICE IDENTITY BADGES: Hospice ID badges must be worn at all times whilst on duty.

SMOKING: The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

REGISTRATION COMPLIANCE/CODE OF CONDUCT:

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

WORKING TIME REGULATIONS: The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours.

Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.

The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures. In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.

PERSON SPECIFICATION

EDI and Wellbeing Coordinator

E = ESSENTIAL		D = DESIRABLE	
Demonstrating the Hospice Values – Supportive, Compassionate, Inclusive and Respectful, Professional, Always Learning			
<p>Supportive - The ability to listen to and value peoples' experience and use them to give the personal support that is right for everyone.</p> <p>Compassionate - The ability to be kind and treat everyone we meet with care and compassion. The ability to be friendly and put people at the heart of our actions and words, supporting people's choices and decisions, helping them to feel safe, secure and valued.</p> <p>Inclusive and Respectful - The ability to be open and transparent and value each person's individuality. To be able to show respect for everyone and value diversity. To be mindful that our different experiences and knowledge make us stronger and together we achieve more.</p> <p>Professional - The ability to do your best, in providing the appropriate care and expertise to those who need us and support us.</p> <p>Always Learning - The ability to be open and outward looking, always ready to adapt and change, looking for better ways of doing things, by learning from each other and from the ever changing world around us.</p>		E	
Qualifications & Training			
Higher education to degree level in Human Resources, or equivalent, or relevant experience		E	
Evidence of continued professional development		E	
Knowledge of and interest in the field of Equality, Diversity and Inclusion and preferably a proven track record of working in this area		E	
Skills/Abilities/Knowledge			
Ability to lead on projects and knowledge of Project management methodology			D
Understanding of the charity or public sector			D
Clear communicator with excellent writing, report writing and presentation skills.		E	
Ability to engage a range of audiences and stakeholders on EDI issues in writing and verbally and able to respond sensitively to a range of views Ability to communicate effectively to people from diverse backgrounds with additional needs and staff at all levels		E	
Good problem -solving skills and ability to respond to sudden unexpected demands		E	

	Numerate and able to understand financial information	E	
	Ability to work without supervision, take the initiative and solve problems	E	
	Good organisational skills with the ability to coordinate and prioritise a workload across multiple projects	E	
	Capable of working on own initiative and managing own workload, working to tight and often changing timescales.	E	
	Ability to demonstrate knowledge and understanding of equality of opportunity and diversity. Being aware of how individual actions contribute to, and make a difference to , the equality agenda.	E	
	Excellent interpersonal skills and the ability to influence others	E	
	Excellent digital presentation skills with the ability to display key facts and summarise complex data and documents in a way that engages different groups	E	
	Diplomatic and sensitive to the feelings of others Project coordination experience, including the use of systems to review progress Confidentiality and discretion to a very high level will be expected of the post holder	E	
	Experience		
	Experience of working with colleagues at all levels within an organisation and external stakeholders		D
	Experience of administrative work, including taking meeting notes, coordinating diaries and organising meetings		D
	Experience of producing communications resources and utilising a variety of communication channels, including social media Experience with MS Office packages for word processing, data analysis and presentations.	E	
	Experience in drafting briefing papers and correspondence	E	