



Role Description: Equality, Diversity and Inclusion Manager (FT/12 month fixed term contract)

Salary: £30,000 + pension and benefits

Reports To: Senior Engagement Manager

Place of Work: Manchester City Centre

Overall Responsibilities Responsible for the effective development, management and implementation of the [All Equals Charter](#), Manchester Pride's Equality, Diversity and Inclusion initiative for businesses and organisations.

Background:

Manchester Pride is the LGBTQ+ campaigning charity whose principal activities support LGBTQ+ people and allies in Greater Manchester, and beyond. Our work aims to challenge discrimination faced by LGBTQ+ people in all of its guises.

We stage a number of events throughout the year to raise funds, including our flagship event and Manchester's Annual LGBTQ+ celebration; Manchester Pride Festival.

We are involved with a number of initiatives in support of the advancement of LGBTQ+ equality locally and globally. We also support a range of grassroots organisations in delivering projects which directly impact on the lives of LGBTQ+ people.

We are currently looking for a highly driven and experienced **EDI Manager** who fully understands the nature of our work and wants to join a passionate team on our journey to tackling discrimination of all forms. The role is based at our City Centre office with the requirement of occasional travel across the UK (currently operating as WFH following government guidance regarding the ongoing Covid-19 situation.)

The successful candidate will have an in-depth knowledge of EDI and will have demonstrable experience in the end to end delivery of successful projects and initiatives.

This is a new and exciting role which will see the management and implementation of Manchester Pride's All Equals Charter. The Charter is designed to help businesses and organisations of all sizes and industries understand how to recognise and challenge any form of discrimination. It is a thought-through support system guiding businesses and organisations to achieve a truly diverse, inclusive and equal workplace. Based upon a set of

commitments, principles and values, members pledge to take action in implementing the Charter Standards.

Specific Responsibilities

- Develop in-depth knowledge of Manchester Pride's All Equals Charter
- Manage the end to end delivery of the All Equals Charter
- Manage the Charter's processes and adopt improvements where necessary
- Monitor the effectiveness of the Charter, analysing key findings and areas of development
- Develop and manage a clear, comprehensive method for capturing Charter data
- Create regular evaluation reports for senior management which highlight the progress of the Charter
- Take steps to implement all necessary changes to develop the Charter to ensure it is robust and comprehensive
- Review and critically analyse self-assessments from Charter members providing comprehensive insight
- Conduct assurance reviews (audits) with Charter members to assess the effectiveness of their policies and procedures against the Charter Standards
- Conduct feedback sessions, alongside the Senior Engagement Manager, with Charter members
- Provide support to Charter members throughout the Charter process and beyond helping them to create an action plan to better develop their policies and procedures
- Support in planning and managing networking events for Charter members
- Oversee the storage of Charter data ensuring it is kept safe and confidential, review current process and improve if necessary

The above list of duties is indicative only and not exhaustive. The successful candidate will be expected to perform all such additional duties as are reasonably commensurate with the role.

Please take note that due to the nature of our work, the flexibility to work outside normal office hours will be required.

Skills, Experience and Qualifications

Essential

- A minimum of two years demonstrable experience in a similar role focused on EDI
- An extensive understanding and awareness of diversity and inclusion issues, barriers and benefits related to the recruitment, retention and inclusion of employees who may be marginalised or under-represented at work and experience of delivering D&I initiatives to address these issues
- Working knowledge and understanding of D&I theory and application, legislation and policy
- Knowledge of issues LGBTQ+ people face within the workplace

- Demonstrable project management skills and the ability to meet deadlines and prioritise work
- Exceptional communication and interpersonal skills
- Excellent written communication skills
- Attention to detail and accuracy
- Highly organised with a positive and proactive approach to work
- Excellent reporting and presentation skills
- Excellent time management
- Proficient in IT
- Understanding of the core aims and objectives of Manchester Pride
- Flexibility and commitment

Desirable

- Qualified to degree level in diversity and inclusion, HR or business management, social science or any other associated fields or have extensive knowledge/work experience of a relevant field
- Experience of working within HR
- Full UK Driving licence

General - All staff are required to:

- Familiarise themselves with the organisation's policies and procedures held on the HR system accessible by all staff at any time;
- Uphold the Equal Opportunities, Anti-Harassment and Bullying Policies, ensuring effective implementation in all aspects of their work for the organisation;
- Act at all times within the organisation's rules, policies, procedures and any other statutory requirements;
- Be proactive, bring ideas, suggestions and contribute to business improvement.
- Undertake training as required;
- Attend staff and team meetings as required;
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues, customers and visitors;
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skills level to respond to changing priorities and make sure that customer needs and business objectives are met.

Interested candidates should apply by sending a full, current CV and a covering letter outlining why they are right for this position by email to Farhana Hemani, Senior Engagement Manager at farhana@manchesterpride.com by **Friday 26th February 2021**. Please also complete the equal opportunities monitoring form which can be found [here](#). This will be anonymised.