

Job Profile - Head of Equality, Diversity and Inclusion

Basic Details	
Job Title: Head of Equality, Diversity & Inclusion	Salary: £20,000 per annum prorated (i.e.£50,000 FTE)
Contract type: fixed term to end Dec 2021	Hours: Part time, 14 hours a week (0.4)
Leave: 25 days per year prorated for hours and length of contract Pension: after 3 months service Details of other benefits: found on CIOF benefits list	Location: Home working with occasional meetings in London or other parts of the UK
Reports to: Director People & Engagement	
The Chartered Institute of Fundraising is an equal opportunities employer. It is fully committed to ensuring that the only criterion that governs recruitment is merit alone.	
About the Institute of Fundraising	
<p>The Chartered Institute of Fundraising is the professional membership body for UK fundraising. We champion our members' excellence in fundraising. We support fundraisers through professional development and education. We connect fundraisers across all sectors and skill sets to share and learn with each other. So that together we can best serve our causes and communities both now and in the future.</p> <p>What we stand for As the professional membership body for UK fundraising, we want to see excellent fundraising for a better world.</p> <p>We support fundraising by promoting excellence throughout all areas – in the professional development and education of fundraisers, in providing a framework for continuous improvement, and enabling fundraising organisations to carry out their work in the best possible way. We champion our members' excellence in fundraising and ensure that all fundraisers can connect to share and learn together.</p> <p>What we're doing For fundraising to best deliver for our charity sector across the UK we support our profession to work together, collaborate, and achieve more as a collective.</p> <p>We speak up and represent the voice of fundraising to government, to regulators, and in the press and media. We come together to drive forward the changes that are needed – creating a more equal, diverse and inclusive profession, and working with our partners to promote fundraising.</p> <p>Learn more about us on our website</p>	

Job Description

Purpose of Job:

Working with the Senior Leadership Team to deliver the Change Collective strategy to influence systemic change for the fundraising profession. This will involve working with the Institute's members, volunteers, partners, external stakeholders, non-executive and staff teams.

Key Accountabilities:

- Lead engagement with members and external stakeholders to support and challenge them to deliver the priorities set out in the Change Collective strategy and deliver a reframed strategy to be launched in 2022.
- Deliver specific EDI projects – including scoping and delivering activity around an approach to identifying specific actions to support more Deaf and disabled people into fundraising.
- Connect and support the Institute's member networks, committees and corporate partners to identify and implement changes which promote a more equal, diverse and inclusive fundraising community, inspiring a new generation of fundraisers.
- Ensure the implementation of clear monitoring based on agreed data sets to enable us to evaluate the impact of this work over the medium to longer term.
- Develop and deliver a well-managed, time-sensitive programme of internal and external work, reporting regularly to the senior leadership team and the EDI Committee.
- Work with and support staff teams to embed a culture of EDI throughout our service delivery.

Person Specification

Essential Skills & Experience	<ul style="list-style-type: none"> • Proven experience of building productive external and internal working relationships and networks to deliver EDI objectives • Proven experience in framing and delivering external messaging to deliver and support EDI projects, including public speaking and representation • Proven experience in managing and evaluating projects to increase equality, diversity and inclusion • High level expertise in relation to EDI legislation, policy and practice • Effective and engaging interpersonal and communication skills
Desirable Skills & Experience	<ul style="list-style-type: none"> • Understanding of the voluntary sector • Experience or understanding of delivering systemic change within a profession • Experience or understanding of improving accessibility and inclusivity of events, training and professional guidance
Attributes	<ul style="list-style-type: none"> • Ability to promote and generate co-operation, building a shared vision and credible networks and partnerships • Ability to influence change at a senior level both internally and externally • Proven ability to deal with complex situations with variety of potential outcomes

	<ul style="list-style-type: none">• Ability to operate skillfully at a strategic and practical level
Circumstances	Able to work outside office hours on occasions and to travel within the UK