

Role Description	
Role Title:	Director of Equity, Diversity and Inclusivity
Responsible to:	CHEAD Chair or other nominated Trustee
Contract Type	Fixed term for 8 months
Working pattern	Flexible working, Part-time
Location:	Home-based, with travel to facilitate the delivery of the role responsibilities.
Contract hours:	0.4 Full-time equivalent (2 days per week)
Salary range:	£42,500 pro rata, pending annual salary increment effective September 2023

Overall purpose:

To review the recommendations of the Document & Policy Review and work with the Board of Trustees and Directors to determine how the recommendations should be implemented and to ensure that CHEAD is delivering on its strategic priority around Equity, Diversity and Inclusivity.

Objectives:

The Director of Equity, Diversity and Inclusivity will take joint responsibility with the Director of Membership and Operations and Director of Policy and External Relations to ensure CHEAD is delivering on its' strategic priority around Equity, Diversity and Inclusivity, set out in our EDI Policy, and by delivering the following objectives:

- To provide dynamic leadership in the area of CHEAD's strategic priority of Equity, Diversity and Inclusivity
- To lead on the delivery of a comprehensive response to the 2022 CHEAD Document & Policy Review
- To lead on formulating an EDI Strategy in respect of the strategic priorities around EDI identified by the Board of Trustees.
- To support the CHEAD EDI working group and the delivery of the CHEAD EDI Alliance network

- To review and develop recruitment practices for the Board of Trustees and staff
- To review CHEAD's communications and communications material in relation to CHEAD's commitment to social justice

Key duties and role responsibilities:

Governance and Policy

- Review the recommendations of the 2022 Document & Policy and produce a policy and document review plan
- Co-ordinate the implementation of the review plan in relation to the suite of governance and policy documents with the Board of Trustees as part of the regular Board of Trustee meetings
- Provide advice to the Board of Trustees on related issues relevant to EDI

Recruitment practices

- Undertake a review of role descriptions and recruitment practices for both Trustees and staff
- Produce an action plan around Board diversity in liaison with key external bodies

Communications and identity

- Review CHEAD's outward facing profile including website and social media to ensure it visually demonstrates CHEAD's commitment to social justice
- Identify suitable social media accounts for CHEAD to amplify.
- Develop and implement a communications awareness campaign around social justice targeted at members

Training and skills development

- Identify a programme of ongoing EDI training for Trustees and Directors
- Liaise with external partners around Trustee participation in an accredited CPD training programme and promotion to CHEAD members.

Liaison and joint working with the Director of Membership and Operations and the Director of Policy and External Relations

- Liaise regularly to co-ordinate material for review at Trustee meetings, share intelligence about CHEAD objectives and activities to ensure a seamless and productive working relationship.

Other important duties

- Demonstrate the value and importance of equality and diversity in every aspect of the work, and show commitment through everyday practice in the role.
- Demonstrate a commitment to continuously improve knowledge, skills and behaviours for the role where necessary
- Demonstrate compliance with health, safety and environmental sustainability in the conduct of the role.
- Where required, to perform other duties consistent with role expectations collaborating fully with others to get the work completed to meet key objectives.

Person Specification

Knowledge and Experience	E	D
Educated to degree level or holds a relevant professional qualification or equivalent relevant experience.	✓	
Able to demonstrate an understanding of the creative disciplines, art and design in HE or in the Creative Industries in the UK.		✓
Evidence of successful project initiation, planning and management skills to meet timescales and targets for key deliverables.	✓	
Evidence of the ability to work remotely and take responsibility for planning and managing own workload	✓	
Evidence of the ability to work collaboratively and effectively with colleagues remotely and in-situ to deliver joint work objectives.	✓	

A demonstrable commitment to EDI in the broadest terms and knowledge of the Equalities Act 2010	✓	
<p>A knowledge of regulatory frameworks, compliance and legislation relevant to a niche membership organisation, in particular:</p> <ul style="list-style-type: none"> • Charities Act 2011 • Charities (Protection and Social Investment) Act • Trustees Acts 1925, 2000 • Statement of Recommended Practice (SORP) 2015 • General Data Protection Regulation (May 2018) • Trading, Political and/or Fundraising Acts 		✓
Experience of engaging with a Board of Trustees or similar governance structure		✓

Key competencies

The role holder is required to demonstrate the achievement of the following behaviours in the conduct of their role:

Board of Trustee focus and development	<ul style="list-style-type: none">• Able to identify a vision along with the plans which need to be implemented to meet the end goal, evaluating situations, decisions and issues in the short term.• Build effective relationships with Director and Trustees that meet with the highest ethical standards.
Leadership	<ul style="list-style-type: none">• Make timely and effective decisions to ensure the objectives are achieved in the time frame indicated• Deliver a number of strategically important work strands in liaison with CHEAD's other Directors and Trustees.
Partnership	<ul style="list-style-type: none">• Challenges systems, processes and people that block the strategic ambition to effect transformational change.• Identify new contacts and relationships that might support CHEAD in its strategic objective around EDI.
Sustainability	<ul style="list-style-type: none">• Identify potential changes and innovation necessary in CHEAD practices to effect transformational change.