



Job pack

Inclusion & Diversity Consultant

Salary £28 - £35K full time (pro rata for part time)

Working pattern options: full time, part-time, job share

Based in our London office (Waterloo)

We strongly encourage applications from the widest sections of the community

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Inclusion and Diversity Consultant

1. The role

We are looking for someone with solid inclusion and diversity experience and plenty of potential, who is able to deliver consultancy and training with confidence, credibility and warmth. With excellent customer care and relationship building skills, you will play a central role in developing and delivering a range of services to clients across all sectors.

Your role will encompass:

- managing the relationships with a portfolio of Inclusive Employers member organisations
- delivering innovative inclusion training to small groups on a range of topics.
- working with clients to advise and guide in response to identified opportunities and challenges
- being an active member of a small team, contributing thought leadership and innovative ideas that help to maintain the position of Inclusive Employers at the forefront of inclusion in the UK

You will need to demonstrate a broad range of skills and competencies. In particular:

- Strong people skills
- Ability to advise, based on experience and expertise
- Presentation and communication skills which may include experience of developing and delivering training
- Project management/organisational skills

If you are wondering which of the two advertised consultancy roles are most appropriate for you, we hope this helps:

On a day to day basis the difference between the role of a Consultant and a Senior Consultant will be the level of difficulty and complexity of the tasks they are allocated, the degree of impact they have on the business, their level of autonomy and whether they have primary responsibility for any major projects. Senior Consultants are the gurus, the experts, decision makers when the Directors are not available, and our consultants are on a journey to become just that (if that's what they want!).

The role is based in our offices in Waterloo, London (wheelchair accessible).

2. Inclusive Employers

We are the UK's first and leading cross sector membership organisation supporting employers in their goal to build inclusive workplaces and diverse workforces. Working across the whole spectrum of inclusion we provide member services and design and deliver training and consultancy solutions. We work in partnership with our members so that we can bring together best practice and cutting edge thinking to promote innovation in this area and support businesses to gain from the social and commercial benefits of inclusion.

3. Future opportunities

Inclusive Employers is a small but growing organisation. Our services are in high demand, hence the need to expand the team. As we continue to grow there will be opportunities to shape and develop the role.

You will be supported by the Inclusive Employers team including our Inclusion and Diversity professionals, Learning and development experts, our marketing specialists and our member's desk and will receive support and advice on all areas of the role. In addition, we will develop a personal development plan with you to support your personal growth. Our Director for Diversity and Inclusion oversees the work of all of the consultants and you will report directly to them and receive support to flourish in the role.

4. How to apply

If you would like to learn more about the role please read the job description and person specification below. To learn more about Inclusive Employers, please look at our website.

If you have any questions about your application or the role, please contact our Consultant Steven Copsey scopsey@inclusiveemployers.co.uk

To apply please complete an application form which you can find by visiting [this link](#). We will not accept any applications via Linked in.

In order to make our processes as bias free as possible, we will be “blind-shortlisting” so please ensure you follow the application instructions carefully and complete all the necessary sections fully.

The closing date for applications is noon on Tuesday 23 April 2019.

The selection process is due to take place in London on Thursday 9 May 2019.

5. Job description

Job Purpose

Reporting to the Director – Diversity & Inclusion, the purpose of this role is:

- To help contribute to the social and commercial goals of Inclusive Employers by delivering high quality inclusion and diversity membership services, training and consultancy to both member and non-member organisations.

Key responsibilities

The following are the key elements of the role:

1. Member support – responsible for a portfolio of cross sector member organisations, providing on-going account management support with support from other team members as required. This could be in the form of responding to specific queries, providing advice, policy review, researching best practice etc.
2. Build Relationships – developing and nurturing close relationships with members and clients, based on a clear understanding of their business or service issues.
3. Deliver learning interventions - to deliver elements of our training programme with an engaging, informative and convincing style that creates lasting change.
4. Provision of advice and solutions based on practical inclusion and diversity expertise, tactical and operational, to employers across different sectors.
5. Innovate – working as part of a small and dynamic team to contribute thought leadership and innovative ideas and thinking to help deepen our collective knowledge and understanding of inclusive best practice and identify new and innovative solutions to inclusion problems.
6. Generate income - identify new membership and business opportunities and services to enhance our offering to clients and widen our membership.

6. Person specification

The postholder must be able to demonstrate they have:

Essential criteria	How the criteria will be measured Application - A Interview – I Test – T Presentation – P
1. Excellent interpersonal and relationship building skills – ability to develop and maintain relationships with a range of clients/sectors. You will need to be able build authentic relationships with individuals from a wide range of organisations for example providing advice and membership services or training junior staff in the basics of inclusion	A, I
2. Influencing skills – you will need to be comfortable with using strategies to influence colleagues. For example convincing people of the benefits to their organisation of joining Inclusive Employers or explaining the commercial benefits of inclusion.	A, P
3. Delivering inclusion and diversity solutions within organisations – you will need experience of identifying solutions to a range of issues, having analysed the problem, and considered the wider context	A, P, I
4. A working knowledge of the Equality Act 2010 and its implications for different areas of organisational activity and employment	A, I
5. Understanding of inclusive best practice as it applies to the workplace	A, I, P
6. Presentation and communication skills - including experience of developing and delivering engaging presentations/training and writing clear and concise reports	A, I, P
7. Project management/organisational skills – you will be responsible for working on multiple projects at any one time, so you will need to have strategies you can use in order to do this to time, on budget and to the required quality	A, P, T
8. Resourceful and flexible – Inclusive Employers is a small, responsive and growing organisation. As a consequence the post-holder needs to be comfortable with change and variety and working at pace. They will need to be responsive, resourceful and able to work independently at times	A, I, T
9. An inclusive approach and value set – we share a common belief in fairness and inclusion.	A, I

7. Staff benefits package

Description	Details
Staff Incentive scheme *	Performance award scheme – team and individual bonus
Additional pension contributions	Option to make additional monthly employee contributions above current standard level
Annual leave	<p>25 days including 3 days office closure over Christmas - rising by one day per year up to 30 days for full time staff (pro rata for part time).</p> <p>Existing staff – leave recalculated as of 1 Jan 2018. Taking into account each whole year’s service as at 1 Jan. Leave year remains Jan-Dec.</p> <p>New staff – leave year to begin on start date and reviewed on anniversary date.</p>
Annual leave purchase scheme*	Able to purchase up to 5 additional days leave per year
Flexible working	Remote working and flexible hours by agreement
Workplace Pension (if applicable)	From April 2018: 2% of salary paid by employer & 3% by employee (from 2019 3% employer, 5% employee)
Cycle to Work scheme*	Salary sacrifice arrangement

Maternity - additional leave and pay *	6 weeks full pay followed by 12 weeks half pay and 23 weeks SMP (statutory entitlement during probationary period)
Paternity leave	2 weeks paid leave at normal pay (including any statutory pay)
Unplanned absence*	Up to 5 days paid unplanned absence per year for sickness
Bereavement leave	Up to 5 days for partner, child, parent or sibling.

*benefit available to permanent staff upon satisfactory completion of probationary period

8. What staff like about working for Inclusive Employers

We asked our staff to share what they felt was unique and special about working for Inclusive Employers to help give you a sense of what it is like here. These are their quotes, we have tried to organise them into themes:

“Coming from a larger organisation, I wasn’t sure how it would be working in a small team. But since being at Inclusive Employers, I’ve found the scope of work is very varied because of the different types of member organisations. I find being in a smaller team environment allows for ideas and voices to be heard, new ideas evolve quickly and are taken forward with pace. I feel valued for my individual contributions and highly trusted, which allows me to work flexibly and makes me want to give more back to my role.”

The culture

High level of autonomy

Freedom and the chance to be creative

High trust culture – supports true flexible working

Extremely supportive team culture – we want each other to succeed and provide support when and where it is needed

Everyone is encouraged to give their opinion/input and it feels like you’re genuinely being listened to

I feel valued for the experience and knowledge I have to bring – it is very encouraging and confidence boosting!

Each team member is valued for the skills, knowledge and experience they bring both to their job and the team/organisation as a whole

We have less politics to navigate as we are working with people internally and externally that get it

We definitely work at pace, it is a fast-moving, fluid environment where roles are challenging and stretching

Opportunities to learn on the job, muck in and help out with different tasks

Relationships with members

The opportunity to be visible and heard in the business and with our members

Working in varied environments – with different types of organisations – gives a lot of scope to gain experience and knowledge

Amazing access into a very wide range of employers working on projects to influence culture

We are respected as experts and innovators

The work

The chance to plan and deliver innovative projects

We don't have to spend time convincing people or working through bureaucracy to get things done which means you could be having an initial chat about something one week and delivering or implementing it the next. This can be a little disconcerting initially when coming from a large organisation where everything has to go through multiple layers of approved/consultation.

Extensive variety of tasks and responsibilities which are ever changing

Opportunity to shape and evolve your role

A total focus on inclusion – which makes every day interesting even in just the more casual conversations we have within the office – like-minded people

The opportunity to explore inclusion as an everyday issue

Getting to work in areas / fields of expertise / topics you really care about

Working on important projects like National Inclusion Week and the BAME Challenge that have a big impact