

## Senior Inclusion and Diversity Consultant

Thank you for considering coming to work with us at Inclusive Employers. We hope this pack provides you with all the information to help you decide whether to apply. Before you get into the detail though, here are some headlines:

- Salary: £40 - £55K p.a.
- Base: flexible
- Working pattern: full time, part-time, compressed hours and job share – all options considered
- We are a Disability Confident Employer and offer a guaranteed interview scheme for any disabled applicant who may wish to take up this offer, where they meet the minimum requirements for the role

Obviously, we really understand the importance of different voices, experiences, perspectives and backgrounds within all workforces. Our workforce is no different and we strongly encourage applications from members of minority groups and all sections of the community.

Should you require these documents in alternative formats please contact:  
[recruitment@inclusiveemployers.co.uk](mailto:recruitment@inclusiveemployers.co.uk)

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## Inclusive Employers

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### Senior Inclusion and Diversity Consultant – the role

We are looking for people with deep and broad experience of I&D having worked “in house” in I&D teams, preferably as a “Head of”, who can build relationships and deliver member support, consultancy and training with confidence, credibility and warmth.

This role will also involve line management. Our Senior Consultants often connect with larger clients and work with senior stakeholders.

The role involves:

- managing the relationships with a portfolio of Inclusive Employers member organisations
- delivering innovative inclusion training on a range of topics to members and non-member organisations
- working with clients to deliver bespoke consultancy solutions 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 relationship management skills
- Experience of influencing stakeholders
- Delivering inclusion and diversity solutions or strategies
- Highly developed presentation and communication skills including experience of developing and delivering training
- Project management/organisational skills

## Inclusive Employers

As the UK's first and leading cross sector membership organisation, we support employers in their goal to build inclusive workplaces and diverse workforces. Working across the whole spectrum of inclusion, in addition to member services we 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. Find out more here: [www.inclusiveemployers.co.uk](http://www.inclusiveemployers.co.uk)

## Development 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 in the role.

We invest in the development of our staff through our own CMI Accredited Level 6 Certificate programme, external development opportunities and through regular internal CPD sessions. As far as possible we enable staff to develop their own areas of specialism and passions.

### Job description – overview

#### Job purpose

Reporting to a Head of Service the purpose of this role is to contribute to the 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 across the breadth of their inclusion activities. 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. Develop and deliver learning interventions - to write and deliver a wide range of training, learning and development interventions with an engaging, informative and convincing style that creates lasting change, to a wide range of audiences. Face to face and via zoom/teams.
4. Consultancy solutions - providing comprehensive, specialist and practical inclusion and diversity expertise, advice and solutions, strategic, 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.

### Person specification

You must be able to demonstrate that you have most of the following:

1. <b>Excellent interpersonal and relationship building skills</b> – 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 and at different levels of seniority. This might be to work with Board members to help them understand their role in relation to inclusion, through to delivering tailored advice and membership services or training junior staff in the basics of inclusion
2. <b>Influencing skills</b> – you will need to be comfortable with using strategies to influence colleagues at different levels of seniority. For example convincing senior leaders of the benefits to their organisation of joining Inclusive Employers or dealing with challenging training delegates and convincing them why inclusion relates to them personally
3. <b>Delivering inclusion and diversity solutions or strategies within complex organisations</b> – you will need experience of developing solutions in a variety of contexts, and having been involved in the different stages of development from analysing the issues (using qualitative and quantitative data), through to recommending best practice solutions, to piloting interventions and evaluating their success
4. <b>A working and comprehensive understanding and knowledge of the Equality Act 2010</b> and its implications for different areas of organisational activity and employment
5. <b>An in-depth and current understanding of inclusive best practice</b> as it applies to the workplace
6. <b>Highly developed presentation and communication skills</b> - including experience of developing and delivering engaging training and writing clear and concise reports
7. <b>Project management/organisational skills</b> – you will be responsible for working on complex and 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
8. <b>Resourceful and flexible</b> – 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
9. <b>An inclusive approach and value set</b> – we share a common belief in fairness and inclusion.

### What we like about working at Inclusive Employers

We asked our employees 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:

#### 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
- 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

### How to apply

If you would like to learn more about the role please read the job description and person specification.

**To apply, please submit a comprehensive CV with a covering email. The email should state:**

- Your reasons for applying
- What you think you would bring to Inclusive Employers with specific reference to the role details
- Your salary expectations
- Current notice provisions
- Any periods of time when you will be unavailable to speak to us due to periods of holiday.
- Please let us know if you would like to take up the Inclusive Employers Disability Confident guaranteed interview scheme.

Please send your application to [recruitment@inclusiveemployers.co.uk](mailto:recruitment@inclusiveemployers.co.uk)

**Please note, we will not accept any applications via Linked in.**

The selection process will involve an initial telephone interview followed by an assessment and interview on Microsoft Teams.

**CLOSING DATE: no closing date – we will assess applications on an on-going basis**