



Children's Hospices Across Scotland

## JOB DESCRIPTION – Equality, Diversity, and Inclusion (EDI) Project Assistant

### Job Details

**Equality, Diversity, and Inclusion (EDI) Project  
Assistant**

Location – **Home-based**

Responsible to – **Challenge Events Assistant**

Salary – **UK Living Wage rate of £9.50  
per hour**

### Job Purpose

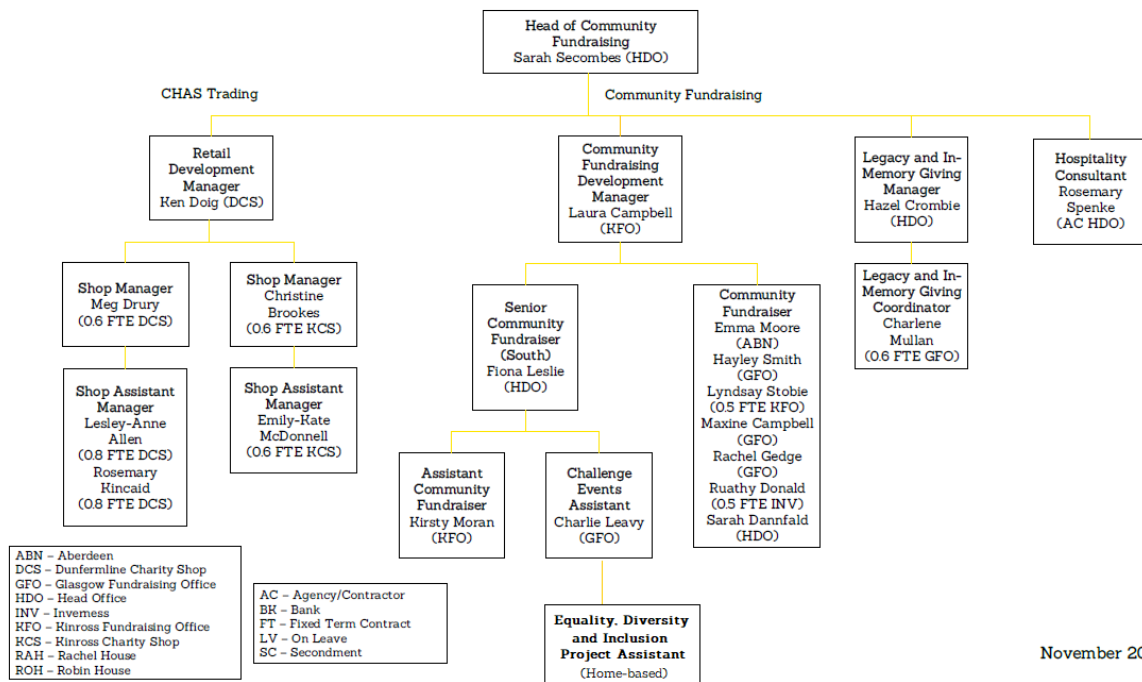
This post exists to assist the Equality, Diversity and Inclusion (EDI) Committee in the delivery of the EDI Strategy through project-related work and lived experience.

### Organisational Position

As we do not have a specific EDI role at CHAS, the post holder will be responsible to the Challenge Events Assistant, who is also the EDI Committee Co-Chair.

The Challenge Events Assistant will be the post holder's line manager, and so the role will sit within the wider Fundraising and Communications directorate.

See the organisational chart below.



## Main Tasks

- Copywriting
- Research
- Project Work

## Job Activities

### Copywriting

- Help to create a quarterly newsletter for CHAS staff and volunteers – this includes writing a spotlight column based on your own experiences.
- Writing copy for a blogpost to be published on the CHAS website.
- Writing both internal and external communications for e-newsletters, social media posts and blog posts on national equality and faith days.

### Research

- Completing research on how best CHAS can create the most culturally inclusive environment throughout all of its services.
- Researching, or using lived experience, to create awareness packages with essential information on different protected characteristics. These packs will be used by managers to enable them to best support their staff and volunteers.
- Research and review best practice approaches in the charity sector in relation to Equality, Diversity and Inclusion.

### **Project Work**

- Working with the communications team to create a comprehensive internal and external communications plan for national equality and faith days.
- Sitting on the EDI Committee for the duration of the internship and getting involved with other ad-hoc project work.
- Working with the fundraising team to review, evaluate and improve future fundraising events to ensure they are accessible and inclusive.

### **Health and Safety**

- Responsible for complying with the CHAS Health and Safety Management Policy and associated procedures and co-operate with CHAS in complying with its legal duties

### **Information Governance**

- Responsible for complying with the CHAS Information Governance Framework and associated policies and co-operate with CHAS in complying with its legal duties

## **Dimensions**

### **Stakeholders**

- The Equality, Diversity and Inclusion Committee
- Challenge Events Assistant
- Fundraising and Communications Directorate
- Children and Families Directorate
- People Directorate

## **Knowledge, Skills, and Experience**

- An understanding of equality, diversity and inclusion and the barriers people may face in accessing services, or a willingness to learn about this.
- Excellent communication skills and attention to detail when working on projects both independently and as a team.
- An ability to carry out basic research, for example, searching for relevant, and identifying, legitimate sources of information on the internet.
- An ability to manage your time and workload, with appropriate support.
- Basic IT Skills, for example, an ability to use Microsoft programmes such as Word, Outlook, Excel and PowerPoint. Competence in using Canva is desirable but not essential – training in this will be given.
- An ability to copy write for external and internal media channels using tone of voice guidelines.
- Being able to work well in a team, liaising with cross-departmental colleagues, and also individually.

## **Decisions and Communications**

### **Decisions**

This post will not be required to make any autonomous decisions. The post holder's line manager will guide them through the work they will be expected to complete. This will

happen through close supervision - short one-to-one video calls over Skype or Microsoft Teams on a daily basis.

### **Communications**

The post holder **will** be expected to liaise with colleagues from other departments at CHAS, including:

- Communications Team, Fundraising and Communications Directorate. The post holder will work closely with this team to create a comprehensive internal and external communications plan for national equality and faith days.
- Fundraising Team, Fundraising and Communications Directorate. The post holder will work closely with this team to review, evaluate and improve future fundraising events to ensure they are accessible and inclusive.

They **may** also be expected to liaise with the following:

- HR Team, People Directorate at CHAS. The post holder may work with the HR team to create, and roll out, awareness packages with essential information on different protected characteristics. These packs will be used by managers to enable them to best support their staff and volunteers.
- External religious or cultural societies and networks. The post holder may work with these external groups to gather research for a number of projects that they will work on during the internship.



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## PERSON SPECIFICATION – Equality, Diversity, and Inclusion (EDI)

### Project Assistant

#### Education, Qualifications, and Training

##### **Essential**

- None

##### **Desirable**

- Any equality, diversity and inclusion education, qualifications or training.

Method of Assessment – Application Form

#### Skills, Abilities, Knowledge and Experience

##### **Essential**

- Excellent communication skills and attention to detail when working on projects both independently and as a team.
- An ability to carry out basic research, for example, searching for relevant, and identifying, legitimate sources of information on the internet.
- An ability to manage your time and workload, with appropriate support.
- Basic IT Skills, for example, an ability to use Microsoft programmes such as Word, Outlook, Excel and PowerPoint.
- An ability to copy write for external and internal media channels using tone of voice guidelines.
- Being able to work well in a team, liaising with cross-departmental colleagues, and also individually.

##### **Desirable**

- An understanding of equality, diversity and inclusion and the barriers people may face in accessing services.
- A basic understanding of the online design programme Canva. If the post holder has no understanding, full training will be given.

Method of Assessment – Application Form and Interview

## Personal Qualities

### Essential

- Has a passion for equality, diversity and inclusion
- Commitment to core vision and values of CHAS
- A positive 'can do' attitude
- Friendly and personable
- Creative and innovative
- Enjoys taking on new challenges and learning new skills

### Desirable

- None

Method of Assessment – Interview

## Other Requirements

### Essential

- None

### Desirable

- None

Method of Assessment – Application Form and Interview