



Scottish
Environment
LINK

Equality, Diversity, and Inclusion Officer
Job Description
Fixed-term, part-time (3 days)

Contract type: Part-time (21 hours per week), Fixed term for 3 years (to end of March 2025 with possibility of extension beyond)

Location: LINK Head office in Perth. LINK offers flexible and hybrid working with occasional travel within Scotland.

Reports to: Development Manager

Salary: £27,000 - 30,000 pro rata, depending on experience.

Scottish Environment LINK

LINK is the network for Scotland's voluntary, citizen-led, environmental organisations. It has over 40 member bodies, with a collective membership of around 500,000 people. Members represent a wide range of environmental interests including land managers, service providers, campaigners, policy experts on issues including agriculture, wildlife, landscape, health and wellbeing, environmental economics, environmental governance, and environmental justice. They have a common goal of contributing to a more environmentally sustainable society. LINK's aim is for Scotland's environment to be connected, restored and resilient; our society and wellbeing to have nature at their heart, benefitting people, communities, and the planet.

Job purpose

To deliver the outcomes of the new LINK "Nature for All" project; a three-year funded project designed to support diversity, equality, and inclusion across the membership of Scottish Environment LINK.

The work

LINK members recognise the need to support and encourage those who thus far have been less inclined or able to join them, whether as an employee, volunteer or member and lend their voice and support to environmental issues.

- You will co-ordinate all project tasks. Key tasks identified by the project include the development of an online Hub; to commission research; identify suitable external trainers and facilitators for face-to-face events; identify how progress will be measured and evaluated.
- Work includes coordinating the development of: Diversity Action Plans, and templates with the aim of increasing involvement and enjoyment of nature by under-represented sections of the community to their benefit.

The work

The post-holder will lead on development and delivery of the programme, of which the main elements are:

- Diagnosis and audit of where the sector is now.
- Supporting LINK and our members to increase opportunities and welcome for minority staff and volunteers across the network and its activities through provision of resources, training, and peer within and out-with the membership. Success will be measured through appropriate KPIs to be developed at the start of the project.
- Identifying and sharing good practice. Listening, learning, and sharing amongst members, and their staff, trustees, and EDI ambassadors. This is a fundamental part of the programme from which Diversity Action plans, and other actions will follow.
- Resources hub: building and maintaining an online resources hub, supported by practical training, face to face where possible and appropriate, to which members have full access and which showcases best practices and provides support for members on their inclusions, equality, and diversity journey.
- Supporting members to be able to commit and deliver to rights-based programming in Scotland and, where appropriate, UK.

Other

- You will support LINK members to build an inclusive landscape, reaching out to those from minority ethnic communities and people with health conditions or impairments, as recent analysis indicated they were the most excluded groups in our sector (though others with protected characteristics under the Equality Act 2010 will be part of training).
- You will help members identify barriers to engaging these communities and gaps in recruitment of those with protected characteristics, encouraging all people, with no exclusions, to be involved in environmental activities.
- Project activities will include facilitated workshops, training, practical peer to peer learning opportunities, development of templates and resources, tailored to the needs of the sector in Scotland.
- We will work with external partners across Scotland, and our UK sister organisations, aligning the work of our network, facilitating the sharing of knowledge and experience within the LINK network, some of whom have started work on their EDI priorities and are willing to share to support volunteer led organisations.
- Supporting members to be able to commit and deliver to rights-based programming in Scotland and, where appropriate, UK.

This is a new post funded in full by the **National Lottery Heritage Fund**. You will be managed by the LINK Development Manager and will be supported by a steering group of representatives from member bodies, forming a LINK EDI group.

KEY TASKS AND RESPONSIBILITIES:

1. Provide support to members to establish diversity and inclusion excellence as core values in members of the of the LINK network, in charity practices and a commitment to equal employment opportunity and positive action.
2. Develop templates and support for LINK's member bodies equality and diversity policy, in line with changing legislation and best practice, initiating Disability Confident Employer status where possible, advising colleagues who are involved in recruitment, training, staff development or policy development.
3. To carry out an audit of EDI within the network, building on the original baseline survey within LINK organisations, for use as the basis, evidence based, for evaluation of project activities and to inform organisation Diversity Action Plan.
4. Ensure continual evaluation of the project against defined performance measurement criteria and assist with reporting back on outcomes.
5. Along with the steering group, to develop our template Diversity Action Plan, articulating a common statement of commitment and intent from strategic leaders.
6. To deliver networking and training opportunities over the course of the project or potentially sourcing best value training externally. Provide training for LINK team and LINK member organisations EDI representatives.
7. Gather information related to EDI throughout the project and disseminate to members and LINK team, providing continuous opportunities for learning for self and others.
8. To co-ordinate activities as agreed with our funder, National Heritage Lottery Fund enabling member employees to be advocates for EDI within their workplace.
9. Following training encourage the use of Equality Impact Assessments across the network, about the provision of employment and services to the public, as any area of change or development which will affect employees or will impact beneficiaries of organisation services.
10. Maintain strong collaborative working relationships among the project steering group; EDI organisational representatives; external organisations and consultants, all relevant stakeholders, strengthening relationships and peer to peer support,
11. Listen and learn from members, staff, trustees, EDI ambassadors and beneficiaries, identifying and sharing best practice.
12. Provide planning and implementation of a network-wide Hub to ensure diversity, equity, and respect for all employees.
13. Aid the development and progress of Diversity/Inclusion Working Groups within members, particularly the engagement of those with lived experience who enhance the understanding and ensure all voices are heard.
14. Provide support to members to provide an inclusive working environment through supporting employee-initiated initiatives, resource development, and provide advocacy for all groups to enhance our understanding of issues.

15. Promote a positive image and positive external relations for the sector within all communications and interactions with stakeholders, promote positive action and support LINK team, Board to be the change we want to see.
16. Collaborate with senior leaders and/or EDI organisation representatives to integrate diversity and equity practices into employment and workplace practices
17. Support the production of Equality Impact Assessments through templates

Person Specification

We are looking for someone with a high level of project management and administration experience, along with high emotional intelligence and empathy. Ability to give others the confidence to communicate with multicultural groups, people of different races and those with a disability, and others in protected characteristics, some of whom may have experience and/or feelings of being discriminated against. We are looking for someone with a positive energy and resilience.

Essential Skills, Experience and Knowledge:

1. A proven track record in project management and administration and achieving project outcomes.
2. Excellent organising, planning and coordination skills and ability to prioritise work to meet deadlines
3. Soft skills: emotional intelligence, empathetic with excellent listening skills, a core ability to hear and understand the more subtle unconscious biases we all have.
4. Experience of designing and delivering Diversity Action Plans, supporting members to identify, design and delivering appropriate actions to meet the plan's objectives. Complete the DAP for LINK.
5. Proven success in working with others to deliver real and measurable change
6. Excellent oral communication skills & ability to proven experience in evaluating and reporting to meet stakeholder and funder needs.
7. Experience in group facilitation, particularly working with sensitive issues.
8. Ability to navigate sensitive situations and discussions intuitively and intelligently
9. Ability to manage and execute complex projects, milestones, deliverables
10. Self-motivation and an ability to use own initiative.
11. An understanding of current diversity, equity, inclusion and multiculturalism concepts and issues, particularly with relevance to our sector.
12. The ability to research, identify and implement best practices for diversity and inclusion
13. The ability to work effectively and collaboratively across a complex organization structure with demonstrable experience of working with multiple organisations
14. Experience of working with a wide range of organisations,
15. Candidates ideally will possess at least 4-5 years of progressive responsibility in administration/project management/HR, preferably in a fast-paced, multi-site environment.
16. The skills to prioritise and organise your workload in a dynamic environment
17. Good working knowledge of Microsoft Office 365 (Word, Excel, Outlook, Power Point, SharePoint), email, the internet, teams, zoom, Trello etc.

18. A personal commitment to equality, diversity, and inclusion.
19. Knowledge and understanding of equality legislation in Scotland, human rights, and its implementation

Desirable Skills, Experience and Knowledge:

1. Lived experience of barriers faced by minority, excluded groups, or advocating on their behalf.
2. A good understanding of the effects of discrimination at individual and community of interest and place level
3. Knowledge and use of self-care practices.
4. The skills to advise on policy, recruitment, resources, and content for Inclusion.
5. Able to approach problems creatively and search for innovative solutions.
6. Flexible with the ability to adapt to meet changing requirements.
7. An understanding of the challenges facing an organisation for equality, diversity, and inclusion and how to evaluate them.

Qualifications, Education and Training:

The EDI officer position is new and there is no set path; the officer will need to be constantly learning to face systemic and long-held issues. A strong diversity officer will be aware of the available tools and resources and learn the new tools and resources just around the corner, in what is an expanding area of work.

You will ideally be educated to degree level in a relevant subject e.g., HR management, diversity & inclusion, business management, though more weighting will be given to candidates with the relevant experience and personal qualities. Training or qualifications in equality, diversity & inclusion, managing campaigns, projects or change, group facilitation or training will be of benefit e.g., Train the trainer qualification

If you do not fully meet the requirements above but believe that you can clearly demonstrate in other ways the range of valuable skills, experience and knowledge recognised as relevant and important to this role, we would welcome hearing from you. Please set this out clearly in your application.

Terms and Conditions

This is a part-time contract (21 hours/3 days per week) for a fixed term of approximately 3 years. LINK has a flexible working policy. Starting salary will be between £27,000 to £30,000 pa pro rata, depending on skills and experience. An employer pension contribution is payable, of up to 8% of basic salary, depending on the employee contribution. Annual leave quota is based on the full-time equivalent of 25 days' annual leave and ten public holidays.

What happens next:

To apply, all documents are on our website, [Equality, Diversity and Inclusion Officer at LINK application details](#). Please follow the instructions and complete the Application Pack, including contacts for two referees, one of whom should be your current or most recent employer. Return the completed Application Form by email to recruitment@scotlink.org by the closing date below. We will arrange a suitable date and time with each candidate selected

for online interview the **week of 11th July**. Suitable candidates may be asked to attend more than one interview.

Closing date for all applications is **Sunday 26 June @ midnight**, any applications submitted after this time will not be considered for the post. If you require the recruitment documentation in an alternative form, please ring us on the number below. Shortlisted candidates will be contacted directly by the **5th of July**. If you have not heard from us by then you have been unsuccessful with your application. We thank you for considering working with Scottish Environment LINK.

LINK is a Scottish charity SC000296 and Scottish Company Limited by guarantee under SC250899, Head office: 5 Atholl Place, Perth, PH1 5NE; Tel 01738 630804; www.scotlink.org; www.savescottishseas.org



Scottish Environment LINK the voice for Scotland's environment

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