



## JOB DESCRIPTION

**Post:** Equality, Diversity, and Inclusion Lead

**Location:** Edinburgh/Glasgow/Hybrid

**Division:** Corporate Services

**Reports To:** Director of People and Culture

**Salary:** £28,851 - £33,680

## Children 1st, VISION and VALUES

Our vision is that children in Scotland will be safer, will grow up in strong, resilient families and will have access to early help and support when they need it. They will have their rights protected in all areas of their lives. Prevention of harm to children, stronger, more resilient families and communities, greater respect for children's rights and strong partnerships and community engagement will be our measure of success.

- Respect - Treating everyone with respect and fairness
- Integrity - Being responsible and accountable
- Participation - Involving others in our work
- Excellence – Striving for the highest possible standards

## GENERAL PURPOSE

- To be responsible for championing Children 1st commitment to creating a diverse and inclusive workplace, promoting equality and inclusivity in all areas of our work, and ensuring that we provide equitable services for all children and young people.
- To work cross divisionally and functionally, collaborating with a wide set of internal and external stakeholders to drive action and better outcomes for equality, inclusion, and diversity in Children 1st.

## KEY RESULTS AREAS AND ACTIVITIES

- Lead on the development and implementation of equality, diversity, and inclusion strategy for the charity, in line with national and international best practice, to promote a culture of inclusivity and diversity within the charity and the wider community.
- Support the organisation's continual learning, improvement and quality on equality, diversity and inclusion being respected, protected, and fulfilled.
- Ensure due diligence on equality, diversity, and inclusion risks and remediation of adverse impacts are undertaken aligned with the Equality Act 2010 and any other relevant legislation.
- Drive communication and engagement to ensure Children 1st reaches diverse communities, including relationship building with groups Children 1st has not historically reached.
- Provide expert advice, guidance, and training to staff and volunteers on equality, diversity, and inclusion issues, ensuring that they have the skills and knowledge to embed these principles in their work, supporting teams and wider organisation colleagues.
- Build relationships and collaborate with staff across all departments of Children 1st and support embedding equality, diversity, and inclusion in everything we do, including our HR, Fundraising, Business Development, Policy work, and Property.
- Contribute to Children 1st working groups, sharing knowledge and expertise to develop best practice and Quality Standards on equality, diversity, and inclusion.
- Monitor and report on progress against our equality, diversity, and inclusion strategy, identifying areas for improvement and taking action to address any gaps or challenges.
- Work with the communications team to ensure that our messages and branding promote diversity, inclusion, and accessibility.
- Keep up to date with developments in equality, diversity, and inclusion, and ensure that the charity is at the forefront of best practice in this area.
- Identify, develop, and manage engagement with relevant external stakeholders, working collaboratively on issues to enable greater progress through collaboration.
- Represent Children 1st at external events and activities as required and appropriately support the development of relationships with partners to embed an equality, diversity and inclusion approach.

## ADDITIONAL RESPONSIBILITIES

- To be committed and adhere to Children 1st vision, mission and values.

- To comply with Children 1st Child Protection and Adult Protection policies and procedures and with National Guidance.
- To comply with Children 1st code of conduct (All Children 1st staff) and Codes of Practice for Social Service Workers and Employers (specific to Children and Family Services Divisional staff).
- To actively consider the involvement of children, young people, families and adults at risk with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
- To observe all health and safety requirements.
- To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices. (Common Core ref: A1, A2)
- Record, maintain and review information, gained through the process of assessment, monitoring and review, within the agreed Children 1st Case Recording system.

## PERSON SPECIFICATION

### POST: Equality, Diversity and Inclusion Lead

AREA	ESSENTIAL	DESIRABLE
Qualifications		<ul style="list-style-type: none"> <li>A degree or equivalent qualification in a relevant field such as equality, diversity, and inclusion, social justice, or human rights.</li> </ul>
Work-related Experience	<ul style="list-style-type: none"> <li>Proven experience in developing and implementing successful equality, diversity, and inclusion strategies, policies, and initiatives.</li> <li>Experience of working collaboratively with colleagues at all levels, as well as external partners and stakeholders, to embed equality, diversity, and inclusion principles in policies, procedures, and practices.</li> <li>Experience of providing training and support to staff and volunteers on equality, diversity, and inclusion issues.</li> <li>Demonstrable experience of applying a range of analytical tools and techniques to identify and address barriers to inclusion and diversity, and to monitor and evaluate progress against objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a children's charity or a similar organization with a focus on supporting vulnerable children and young people.</li> <li>Experience of managing and delivering equality, diversity, and inclusion projects from inception to completion.</li> <li>Experience of engaging with and representing the charity on equality, diversity, and inclusion matters in external networks and forums.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Effective written and verbal reporting skills</li> <li>Excellent communication and listening skills with a wide range of stakeholders</li> <li>Inter-agency liaison and communication skills.</li> </ul>	

AREA	ESSENTIAL	DESIRABLE
Work-related skills	<ul style="list-style-type: none"> <li>• Strong analytical and problem-solving skills, with the ability to identify and address barriers to inclusion and diversity.</li> <li>• Ability to adapt and respond to a variety of situations and people in order to meet changing priorities and different ways of working.</li> <li>• Excellent organisational and project management skills, with the ability to manage multiple priorities and deadlines.</li> <li>• Excellent presentation skills.</li> <li>• Competent in the use of MS Office.</li> </ul>	
Planning and Organising	<ul style="list-style-type: none"> <li>• Ability to organise and prioritise own workload effectively and to work under pressure.</li> <li>• Effective time management skills and ability to meet deadlines.</li> </ul>	
Team Working	<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> <li>• Ability to develop and maintain effective and supportive relationships.</li> <li>• Leadership skills and supporting individuals and families to articulate and share their views, inspiring colleagues to think differently, and supporting others to learn and develop.</li> </ul>	

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Other requirements	<ul style="list-style-type: none"> <li>• Commitment to Children 1st vision and values.</li> <li>• Commitment to and understanding of the principles of participation.</li> <li>• Commitment and promotion of equal opportunities and anti-discriminatory practices at work.</li> <li>• Commitment to the principles of confidentiality in relation to children, young people and families.</li> <li>• Awareness of personal responsibility in relation to health and safety.</li> </ul>	