



Foundation for International Education

Job Description

Job Title: Diversity and Social Responsibility Officer

Direct supervisor: Chief Academic Officer

1. The basic purpose and primary objectives of this position:

- lead on established projects, new initiatives and events to showcase FIE's values of diversity, sustainability and social justice across all programme sites and departments
- act as a key contact for these value-led initiatives internally and externally
- organise and manage FIE's annual Student Global Leadership Conference (SGLC) and associated academic activities
- support and motivate students in 'living' FIE's values throughout their experience

2. Managerial and team-working duties and responsibilities:

- assist FIE departments and sites to achieve value-led organisational goals
- coordinate and oversee the activities of SGLC committee members
- work closely with the Accessibility Manager to support ongoing initiatives and sit on any accessibility-related committees or working groups
- motivate staff to participate in values-led activity
- work closely with the Development Team and Communications Team to articulate and publicise value-led activities, the leadership and conference activities

3. Developmental and research duties and responsibilities:

- support FIE's Development Team in identifying and accessing opportunities to promote study abroad opportunities at to underserved populations
- stay abreast of legal requirements, trends and good practice in equality and diversity across all programme sites and disseminate and apply this information appropriately
- stay abreast of empirical research, trends and good practice in relation to sustainability and disseminate and apply this information appropriately
- audit and evaluate the progress and impact of value-led initiatives and conference activities

4. Operational, administrative and maintenance duties and responsibilities on a routine, day to day basis:

- realise our values through a variety of projects throughout our provision
- taking the lead role in organising an annual student conference
- act as Chair of the Sustainability Action Group (StAG) and lead on our well-established sustainability projects
- act as the Chair of the Diversity and Inclusivity Team (D&I) and bring diversity and inclusivity projects to the fore
- enhance signposting for students to resources, events and activities in FIE's values areas across its programme sites
- assist on people development, including managing our mentoring scheme and rolling out diversity (and other value-led) training in conjunction with FIE's HR & Operations Officer
- manage charity initiatives, including employee volunteering
- other duties as assigned

5. Client service and support duties and responsibilities:

- manage predeparture and onsite support for students from diverse backgrounds
- participate in the running of student focus groups and other feedback collection as warranted
- support US partner universities in their diversity recruitment efforts
- engage with partners to represent FIE's value-led provision and activities and to forge links with the home campus environment

6. Required skills and qualifications:

- Master's degree or equivalent
- knowledge and experience of value-integration into organisational cultures
- practical working knowledge of diversity and equity legislation, guidance and good practice
- practical working knowledge of sustainability-related legislation, guidance and good practice
- experience of delivering small and large scale projects with minimal supervision
- experience of successful event planning
- ability to build rapport at all levels, with exceptional personal communication, listening and presentation skills and the ability to quickly establish credibility and confidence
- experience as an influencer and negotiator
- ability to handle difficult situations empathetically, whilst being sensitive to individual needs and circumstances
- advanced understanding of diversity in an international higher education setting
- effective written and oral communication skills

Desirable skills and qualifications:

- CIPD qualifications, equity and diversity qualifications or similar
- Qualifications directly related to sustainability and the environment