



CIHT Equality, Diversity and Inclusion (EDI) Manager Job Description

Job Title:
Equality, Diversity and Inclusion Manager
Reports to:
CEO
Key contacts
CIHT members, partner organisations, stakeholders, other professional institutions and societies and staff.
Job purpose
<p>To deliver the EDI strategy and action plan</p> <p>To support and work closely with the CEO and other colleagues</p> <p>To support the work of the EDI Panel</p> <p>To work with staff, members and the wider sector to drive change and achieve measurable improvements in diversity and inclusivity</p>
Key duties
<p>Key duties include:</p> <p>Working with the CEO and colleagues to deliver CIHT's EDI strategy and action plan</p> <p>Leading the design and implementation of EDI related processes across the organisation, ensuring that they reflect current best practice and recommending improvements where required.</p> <p>Project and programme management including project design and implementation, stakeholder management and communications planning to ensure delivery of the EDI strategy and initiatives.</p> <p>Providing advice and support to members, partners and stakeholders on fostering a diverse and inclusive environment within their teams and organisations.</p> <p>Being the expert and first point of contact for staff and members on EDI related topics, addressing and resolving requests, concerns and enquiries.</p> <p>Collaborating and working with others, within and outside the organisation, to deliver positive changes that have a meaningful and sustainable impact.</p> <p>Advising on, and contributing to, the development of a suite of digital EDI training courses for practitioners in the sector.</p> <p>Gathering, analysing, interpreting and presenting data and information to provide reporting and insight around membership and employee EDI demographics.</p> <p>Supporting and acting as Secretary to the EDI Panel, arranging meetings, producing papers and minutes and dealing with follow-up actions.</p> <p>Planning and implementing conferences, seminars and other events to communicate EDI issues to staff, members and stakeholders</p> <p>Representing CIHT at external meetings, exhibitions and conferences as required to share and</p>

gain EDI knowledge.

General

To comply with data protection regulations

To add value to the organisation beyond specialist area of activity

To undertake other duties within the competence of the job holder as required by the Institution

Dimensions

N/A

Personal specifications

Essential

- Educated to degree level (or equivalent experience).
- Significant experience in an equality, diversity and inclusion role, delivering EDI strategy and programmes.
- Proven project management and influencing skills and experience.
- Extensive knowledge and understanding of EDI issues across the range of protected characteristics.
- Strong written and verbal communication skills.
- Ability to analyse data and produce reports
- Ability to build relationships, read situations intuitively, be persuasive and provide guidance based on a variety of insight and input.

Desirable

- Experience of working in, or with, membership organisations and volunteers
- Experience of servicing committees

Skills and competencies

- High standard of written and spoken English
- Excellent presentation and influencing skills
- Confident communication style
- Well-developed planning and organisational skills
- Strong project and people management skills
- Hands on approach to getting things done in a small team
- Self starter
- Good working knowledge of Microsoft Word, Outlook, Excel and Power Point