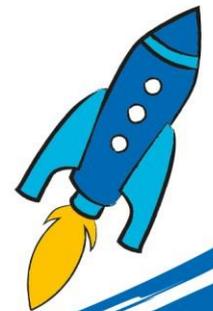


# Surrey VCFS Equity, Diversity and Inclusion Lead (18 months Fixed Term Contract)

## Candidate Briefing Pack



April 2022

Dear Candidate,

Thank you for your interest in becoming the Surrey VCFS Equity, Diversity and Inclusion Lead (18 months FTC).

Surrey charities (the Voluntary, Community and Faith Sector - VCFS) are ambitious about Equity Diversity and Inclusion (EDI) and playing a central role in enabling everyone to have a great start in life and to live healthy and fulfilling lives.

In 2020, we set up the Surrey EDI Steering Group to bring together leaders from the charity, faith and community sectors, along with partners in the public sector and EDI experts, to help evaluate where we are, share best practice and consider actions to help create a fairer and more inclusive and equal Surrey. This steering group produced the 'Ambitions for an Equitable Surrey' report (March 2021), with recommendations for all Surrey VCFS organisations.

As we strive to continue this focus to create an equitable Surrey, we are delighted to have been awarded grant funding from Surrey County Council to enable a post, which will help facilitate sector-wide EDI support, challenge and learning.

The post holder will be supported the Surrey EDI Steering Group and be mentored by both of us, supported by an expert EDI lead.

The post holder will be hosted by The Children's Trust on their standard terms and conditions of employment.

The post supports hybrid working with the requirement to be in office/community based and undertake travel, as required, to deliver the role outputs.

We look forward to receiving your application. Thank you.

Best wishes,



**Dalton Leong**  
Chair, Surrey EDI Steering Group

**Chief Executive, The Children's Trust**



**Maria Mills**  
Member, Surrey EDI Steering Group

**Chief Executive, Active Prospects**

## Job Description

<b>Job Title</b>	Surrey VCFS Equity, Diversity and Inclusion Lead (18 months Fixed Term Contract)
<b>Reports to</b>	Chief Executive, The Children's Trust and Chief Executive, Active Prospects
<b>Direct reports</b>	None
<b>Location</b>	Tadworth, Surrey
<b>Host Employer</b>	The Children's Trust
<b>Salary</b>	£55,000 - £60,000 per annum (dependent upon experience)
<b>Hours of Work</b>	37.5hrs per week (part-time role considered)
<b>DBS</b>	Enhanced with Children's and Adults Barred List

## Job Purpose

The role of Surrey VCFS Equity, Diversity and Inclusion Lead is to drive EDI ambitions within the voluntary, community and faith sector (VCFS) in Surrey that contribute to system-wide improvements across the county, creating fairer communities, where no one is left behind, and discrimination of any sort is actively challenged and reduced. This is particularly important as the impact of COVID 19 has exaggerated the inequity across Surrey and this work will enhance the third sector's capability in supporting system partners in delivering the 2030 Vision for Surrey.

## Duties and Responsibilities

### Role Outputs

- Working with the Surrey EDI Steering Group to define key EDI principles for Surrey, gain agreement and sign-up from the VCFS and key stakeholders and align with wider partnership systemic priorities.
- Proactively engage and build trusted relationships with a variety of audiences and stakeholders with external partners such as charities, educational bodies, religious and faith organisations, councils and community groups.
- Maintain overall responsibility for community engagement and communication for this EDI initiative.
- Identify existing and support the creation of new EDI champions within VCFS organisations.
- Harness the power of EDI Champions and specialist organisations, to create a bigger system shift, striving to achieve the objectives and ambitions of EDI in Surrey.
- Plan and take forward activities, events and work programmes that enhance and deliver key recommendations of the 'Ambitions for an Equitable Surrey' report (March 2021). This includes, but is not exclusive to, activities such as targeted workshops, action learning and training events.

- Raise awareness of EDI ambitions, proactively reaching out to VCFS organisations, supporting the initiation or advancements of EDI journeys; acting as a conduit and connector, ensuring resources, knowledge and insights are used in the best way possible.
- Programme manage, facilitate, set agendas, provide service support and plan work programmes with the Surrey EDI Steering Group.
- Horizon scan and share relevant developments, policies and innovations with VCFS.
- Initiate, research, develop and implement new strategies, policies, procedures and campaigns which actively promote the EDI agenda in Surrey and as agreed by the Surrey EDI Steering Group.
- Create a depository of best practice guides, documents and examples to be shared between organisations and cross sectors, minimising duplication where possible.
- Work with the Surrey EDI Steering Group to find ongoing funding to support and sustain the role on a longer-term basis.
- Explore innovative practice and approaches, proactively seeking out learning from county, regional, national and international arenas.

## Measures

- Develop a Future Leaders and a Trustees Development programme with cohorts of 15 members each.
- Facilitate partnerships and expertise delivered by Surrey specialist organisations, such as Surrey Minorities Ethnic Forum and Surrey Coalition of Disabled People.
- Open-up opportunities for wider system partners to help with collaboration on joint areas of interest.
- Offer two x 2-hour workshops to a minimum of 30 Surrey charities and consider alongside them where they are now and where they wish to be.
- Facilitate 6 workshops to run twice over the contract period to look at key issues. The workshops would seek to identify the key EDI issues in Surrey, where there's good practice and local expertise, where's there's gaps and inequality, and what priority improvement steps should be made.
- Open up to wider system partners as needed to help with collaboration on joint agendas.
- Create a depository of effective practice – potential to become a cross-sector, systems-shared depository.
- Set up an EDI Digital Platform.

## Professionalism

- To work inclusively, with a diverse range of stakeholders and promote EDI.
- Adhere to the policies and procedures of The Children's Trust, including safeguarding.
- Maintain professional boundaries and professionalism at all times.

## Health and Safety

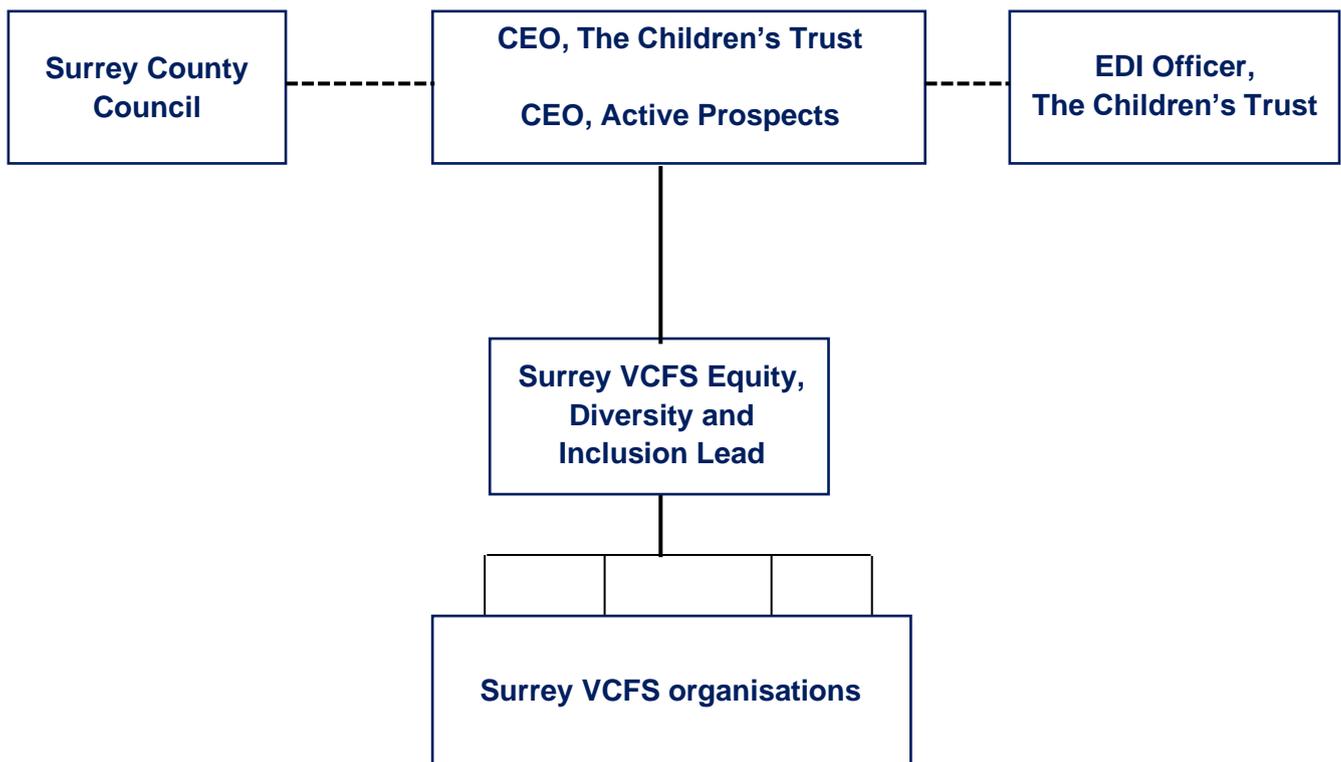
- Adheres to all health and safety guidelines, including infection prevention and control.
- Provide evidence of a valid NHS Covid Pass or acceptable proof of Covid vaccination or medical exemption and all vaccinations (or medical exemption) required for the post.
- Adhere to manual handling procedures and complete mandatory manual handling training.
- Promotes the health and safety of others.

- Uses the incident reporting and risk assessment system (IRAR), to identify and report risks and incidents/actions if directed.
- Responsible for identifying and mitigating risk within the work environment.

### Wellbeing and Emotional Resilience

- Maintains a positive approach and outlook when dealing with change and overcoming challenges and problems.
- Recognises own limitations, develops realistic goals, and uses support network resource when or if necessary.
- Treats challenges and problems as a learning experience.
- Remains organised and focused when under pressure.
- Responds appropriately and effectively to all constructive feedback.
- Motivates self and others.

## Organisation and Structure



# Person Specification

Selection Criteria:		Essential / Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of implementing equity, diversity and inclusion policies.</li> <li>• Experience of collaborative engagement and communication on the EDI journey particularly with or as part of the VCFS.</li> <li>• Experience of Stakeholder management, proactively engaging and building trusted relationships with a variety of audiences and stakeholders.</li> <li>• Experience of Strategy and Planning - Initiates, researches, develops and implements new strategies, policies, procedures and campaigns which actively promote EDI.</li> <li>• Manages and adapts to changing priorities - able to respond effectively to changing priorities and different situations.</li> <li>• Experience of training, development and engagement of staff – Provides the necessary tools, resources and training to increase people’s awareness of EDI and unconscious bias.</li> </ul>	<b>Essential</b>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Passionate about progressing EDI and making a difference for people and communities.</li> <li>• Develops and manages inclusive networks.</li> <li>• Works collaboratively with and empowers under-represented or minoritised groups.</li> <li>• Analyses and makes recommendations for improvement or development of existing systems, processes or policies.</li> <li>• Provides specialist/professional advice and recommendations within defined policy/strategy and procedures to support strategic EDI planning.</li> <li>• Plans workloads and secure resources to enable role outputs to be delivered.</li> <li>• Monitors and supports performance management and personal development to ensure that contributions are maximised.</li> <li>• Self-starter who makes high level complex projects happen.</li> </ul>	<b>Essential</b>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the vision and values (Promises) of The Children’s Trust.</li> <li>• Flexible and ‘can do’ attitude to competing commitments in workload.</li> <li>• Highly motivated and reliable.</li> <li>• Ability to cope working in a demanding environment.</li> </ul>	<b>Essential</b>  <b>Essential</b>  <b>Essential</b> <b>Essential</b>

## Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and young people. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.

The Children's Trust has policies on safer recruitment, the recruitment of ex-offenders and criminal record checks. Please refer to the People Team for further information.

## Equity, Diversity & Inclusion

At The Children's Trust we recognise how important it is to have leadership that reflects the children, young people and families that we support. We also recognise that staff, comprised of a range of skills, backgrounds and experiences will help us to better understand the needs of those we support, and how we can best represent their interests.

We, therefore, particularly welcome applications from disabled people, individuals from diverse ethnic backgrounds and those from other under-represented groups.

The Children's Trust is committed to achieving equity, diversity and inclusion (EDI) across all levels of the organisation. For further information, see: <https://www.thechildrenstrust.org.uk/about/statement-equity-diversity-inclusion>

## Our Promises

Our Promises capture our strengths and aspirations. They guide the way we act, interact and come together to achieve our goals. The journey we took to reach our Promises has been an important one. A highly collaborative and iterative process that has seen each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Perhaps most importantly, at the core of this process are our children, young people, and their families. This journey has given us a critical opportunity to give children and young people a voice. As a result, our Promises have been genuinely enriched by them. That's because how we work and carry out our role is as important as what we do, and that's why as part of The Children's Trust, we all need to live by our five Promises.

