# Job Specification

**Job Title:** Diversity and Inclusion Lead

**Salary:** £30,500 per annum

**Hours of work:** 37.5 hours per week

**Contract type:** Permanent

**Reports to:** HR Manager

**Location:** Hybrid: split between central office in Bath and homeworking

**About Bath Mind**

Bath Mind was established in 1998 by a group of local people with lived experience of mental ill health who wanted to provide information and activities for people in the community.  Since then we have worked hard to develop what we do in response to local needs.

Many of our current staff have lived experience of facing mental health challenges; we have a greater understanding of the community that we support.

We are in contact with over 3,400 people annually to improve, prevent and maintain mental health and wellbeing.

While we are affiliated to national Mind, we receive no direct funding from them. We are a self – sustaining, independent locally run charity.

**Overall Responsibilities:**

This newly created role as Diversity and Inclusion Lead will be at the forefront of supporting change within the charity by developing and leading on Equality, Diversity, Inclusion and Equity (EDIE) at Bath Mind. The role provides support to Bath Mind build a positive, inclusive and equitable working culture while support the organisation to ensure EDIE is an integral part of all we do. Responsibilities include:

* Champion and advise on EDIE across the charity acting as a centre of expertise for all departments.
* Supporting a learning culture of understanding across the charity.
* Support a culture of care for staff, volunteers and the people we work with.
* Support the charity’s staff network groups with consultation and gathering feedback.

**Specific Responsibilities**

* Support our CEO, senior leaders and board of trustees in designing and implementing the charity’s EDIE strategy.
* Oversight of EDI-specific policies and procedures.
* Working with Bath Mind’s lived experience facilitator to liaise/align with people accessing our services.
* Work with internal and external stakeholders to create equality impact assessments for our client-facing services.
* Assist with data collection for monitoring and evaluation of Bath Mind’s EDIE strategy.
* Identify gaps in organisation needs and co-design initiatives that meet that need.
* Maintain good working knowledge in relation to EDIE legislation, policy, and practice, including relevant employment legislation and relevant partner engagement.
* Maintain engagement across the organisation, including working with our Staff and Volunteer EDI networks to develop our EDIE understanding, policy and practice.
* Colloborate with the national Mind charity and other local services to sharing resources and learning as well as working collaboratively together so that we're encouraging EDI both here and beyond Bath Mind

**Communication Responsibilities:**

* To adopt a team approach and be a proactive team member
* To be non-judgemental and empathetic
* To adhere to the policy of confidentiality and sharing of information
* To be non-discriminatory
* To promote positive perceptions of Bath Mind at all times
* To liaise with users of Bath Mind services as required
* To maintain positive working relationships with other employees and volunteers of Bath Mind
* To attend supervision, appraisals and team meetings
* To attend training and relevant courses for professional development

**Benefits**

25 day’s holiday per year + Public and Bank Holidays (pro rata)

Workplace Pension Scheme

Sick pay

Employee Assistance Programme

Eligibility for charity discount via Blue Light Card

Free online membership to the [Soul Spa](https://www.thesoulspa.co.uk/?gclid=EAIaIQobChMIyNyTiIav9wIV0YBQBh2voQAMEAAYASAAEgLjIvD_BwE) in Bath

**Our Inclusive Recruitment Commitment**

Bath Mind is committed to encouraging equality, diversity, and inclusion (EDI) throughout our entire workforce. The aim is for our workforce to represent the diverse society we live in, and that our employees, volunteers, and clients feel respected and heard by Bath Mind.

We have active staff and volunteer networks for staff, volunteers, and EDI allies, and encourage new staff to ask questions and join if they are interested. Bath Mind is growing to fulfil our ongoing commitment in inclusion in the workplace. As an organisation that prioritises the mental health and wellbeing of all, we are determined to create meaningful and lasting equitable change across our charity.

# If you feel you are a great match for the job, but do not feel you meet all of the criteria we welcome you to submit an application.

**Lived experience**

Whilst we welcome lived experience and encourage our staff to look after their wellbeing, we are unable to recruit new employees who have used our services within the last 12 months in the best interests of staff and the people we support.

**Person Specification**

Bath Mind is dedicated to supporting staff to enable them to carry out the role and responsibilities to the best of their ability and we are committed to developing staff with a comprehensive training package.

Essential Criteria

* Keen interest and passion for equality, diversity, inclusion and equity
* Experience in working collaboratively with others to problem solve and flex to meet learning needs organisationally
* Ability to develop and deliver programmes that support and promote diversity and inclusivity from an intersectional approach
* Knowledge on supporting equitable change within organisations
* Experience working on EDI within an organisation: can be paid of voluntary experience
* Knowledge of current EDI legislation, policy and best practice
* Basic data analysis skills

Desirable criteria

* Facilitation skills appropriate for inclusive conversations
* Ability to co-produce and co-deliver inclusion training to staff and volunteers
* Understanding the links between EDIE and mental health
* Experience of improving and developing processes, systems and procedures
* Experience in co-production