



Job Description

General information

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| Job Title | Head of Equality, Diversity and Inclusion (EDI) |
| Location | Remote working |
| Reporting To | Chief Operating Officer (COO) |
| Department | Inclusion |
| Website | https://nationalemergenciestrust.org.uk |
| Employment Status | Full time; contract basis; salary up to £350 per day |

Background

Launched in November 2019, the National Emergencies Trust (NET) was set up to raise funds from the general public in the event of a domestic disaster or emergency. When a disaster hits, the Trust collaborates with charities and other bodies to raise and distribute money and support victims. The funds collected are distributed by local partners on the ground in the areas affected by the emergency event.

NET launched the Coronavirus Appeal on 18th March 2020 in response to the COVID-19 pandemic. Supported by donations from corporates, charitable trusts and the public, the Appeal is allocating funds to community foundations across the UK to assist voluntary organisations doing vital work on the community frontline; from food banks and delivery services, to suicide prevention lines and mental health support.

NET is working as a central coordinating and facilitating body, working closely with and using the capacity of existing organisations, including British Red Cross, Just Giving, the members of UKCF, London Emergencies Trust and local authorities to achieve its fundraising and grant making objectives

During an Appeal, the organisation expands at speed and operates with a mix of core central roles and other delegated or contractual partnerships. Outside of an Appeal, NET's core team and partnership activities are more limited. In both modes, it is committed to ensuring that equality, diversity and inclusion (EDI) underpin all policies, processes and actions—including fundraising, governance, people management, communications and fund distribution partnerships.

We are urgently seeking a motivated Head of Equality, Diversity and Inclusion capable of working with the COO and CEO to maintain and extend equality, diversity and inclusion principles and practices across the organisation and in its partnerships. The candidate will have an understanding of NET's role and the context in it which has been created.

In the current crisis, NET is taking responsibility for:

- Co-ordinating public fundraising on behalf of the sector;
- Providing a single recognisable brand for the public to donate to, thereby reducing risk of fraud;
- Ensuring capability for distribution of funds to those affected where none exists locally;
- Working with trusts and institutional donors to enable strategic and coordinated financial support to local organisations involved in any response to a national level incident.

Key Purpose of Role

Ensure equality, diversity and inclusion in all policies, processes and actions of NET and its partnership arrangements—including fundraising, governance, people management, communications and fund distribution partnerships.

Key Responsibilities / Tasks

1. Take the lead in ensuring that equality, diversity and Inclusion are embedded in all policies and processes including all partnership arrangements. This will include working with internal and external colleagues in the unique context of the Coronavirus Appeal and planning for post-Appeal to:
 1. Review, adapt and extend the current equality, diversity and inclusion policies and practices based on learning to-date and insights from related initiatives;
 2. Expand internal equality, diversity and inclusion strategy, to ensure this work is embedded in the work of all departments and partnerships, in the context of this Appeal and beyond
 3. Contribute to the post Covid-19 evaluation and develop and implement an action plan to take forward learning and development points on equality, diversity and inclusion to inform NET's work in future emergencies;
 4. Monitor equality, diversity and inclusion targets relating to e.g. NET staffing, governance, fundraising, communications, fund distribution, partnerships etc and develop and implement actions to improve performance;
 5. Work with department heads and NET staff team to ensure that equality, diversity and inclusion policies and processes are considered and actioned by all members of the NET team;
 6. Keep stakeholders (governance, staff teams, volunteers) informed of decisions, maintaining clear lines of communication, transparency and accountability in a fast moving environment.

Person Specification

Qualifications

- Candidates will not be excluded on the basis of formal qualifications.

Experience & Expertise

Essential

- A demonstrable track record championing the Equality, Diversity and Inclusion agenda in previous roles and/or voluntary work;
- A good working knowledge of the community and voluntary sector in the UK;
- A proven track record of effective strategy development and implementation;
- Substantial knowledge and understanding of current equality legislation, including DEI best practice;
- Demonstrable experience of successful policy development, review and implementation;
- Able to produce accurate, clear and concise documents; including policy, strategy and briefings;
- Considerable experience of successful stakeholder relationship management and strategic collaboration.

Desirable

- Candidate is embedded in existing networks of EDI champions in UK civil society;
- Experience of grant-making/management in crisis situations and/or EDI grant-making;
- Experience of managing staff/volunteers.

Skills & Approach:

- Organised, proactive and flexible;
- Manages well under pressure;
- Clear, strong communicator;
- Strong collaborator and convenor;
- Mediates well between diverging viewpoints;
- Builds consensus among strategic stakeholders and charts a path to immediate, constructive action through clear, operational plans;
- Excellent attention to detail;
- The ability to cope with changing priorities in crisis;
- A coaching management style.

Travel:

Not Applicable. Remote working contingent on government guidance.