

**INTERLINK RCT ROLE DESCRIPTION**   
**EQUALITY, DIVERSITY AND INCLUSION (EDI) LEAD**

* **Post title:** Equality, Diversity and Inclusion Lead
* **Hours:** 7.4/One day per week
* **Salary:** £6,946 (£34,728 pro-rata)
* **Supporting Manager:** Simon James
* **Contract Type:** 12 months

**Role purpose**

To lead on the implementation of quality assurance in relation to equality, diversity and inclusion (EDI) and the Welsh Language.

**Key responsibilities**

To work alongside the Management Team and Trustees to:

* Review, update and develop Interlink’s EDI work in relation to the Cultural Competence Award Scheme.
* To act as a lead for the RCT Eisteddfod, linking members together and promoting cultural activities.
* To develop and agree a 12-month action plan.
* To develop your own skills and awareness and support colleagues develop their own awareness and language skills.
* Coordinating webinars and networking opportunities to promote sharing and learning with members.
* Identify and build working relationships with relevant members and partners.
* Collect relevant data on key performance indicators as required, and review these to monitor and shape service delivery.
* Identifying case studies and success stories to evidence and promote outcomes.
* Provide regular reports and updates as requested.
* Actively promote the role in internal staff meetings, training, supervision and wider organisational activities as requested.
* Keep accurate and up to date records.

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| Personal experience of working with EDI and an ability to use this experience positively in the role and how to apply this in practice. | ✓ |  |
| A good understanding of use of Welsh in the workplace and how to apply this in practice. | ✓ |  |
| Ability to communicate in the Welsh |  | ✓ |
| Experience of facilitating groups and partnerships | ✓ |  |
| Ability to constructively challenge language and practice while maintaining good working relationships | ✓ |  |
| Excellent written and verbal communication skills | ✓ |  |
| Excellent IT skills, including use of Microsoft Office and Excel | ✓ |  |
| Good time management skills and ability to prioritise own workload | ✓ |  |
| A good understanding of EDI services offered locally, regionally and nationally |  | ✓ |
| Ability to work as part of a team | ✓ |  |
| Ability to travel across the Cwm Taf Morgannwg region | ✓ |  |

**Interlink Values and Behaviours**

**Effective working with people, able to:**

* Listen to and communicate with a diverse range of people
* Respect people’s personal choices and be non-judgmental
* Deal professionally and calmly with challenging situations and individuals
* Maintain professional boundaries
* Demonstrate excellent verbal and written communication skills.

**Effective team and organisational working, able to:**

* Be positive about your role, your colleagues and the organization
* Be aware how your behaviour and attitude can impact on your performance and the performance of your colleagues
* Develop your skills and knowledge through continuous learning
* Be flexible and adaptable to the changing needs of the organization
* To follow policies and procedures including safeguarding, confidentiality and data protection
* Understand and articulate the connection between your performance, project outcomes and organisational performance and the future sustainability of Interlink
* Identify and effectively manage risk and safeguarding within your area of work
* Adhere to guidelines, rules, legal and other frameworks within which you are expected to work in line with the expectations of your role

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| **INTERLINK RCT VALUES AND PRINCIPLES** | |
| * To work sustainably, considering the environmental, economic and social needs of local people and communities. * To support all members with special consideration for the needs of smaller groups. * To promote equal opportunities and social justice, aiming to reach those individuals and groups most in need. * To support voluntary action, aiming to promote and facilitate the involvement of service users, carers and citizens. * To be flexible and responsive to the changing needs of our members. * To support and develop partnership working at all levels to identify, address and deliver actions that meet the needs of local communities. * To work with others using asset based, community development and coproductive approaches. * To enhance and not compete with the work of member organisations. | |
| **OUR 20:20 VISION** | |
| Volunteering, community involvement and action lead to connected and resilient communities, where people are treated fairly, have good health and have the resources they need. | |
| **OUR MISSION** | **EIN CENHADAETH** |
| * To listen to and support the development of communities to be better connected and more resilient. * To build on individual and community strengths through volunteering, community involvement and action. * To work with others to improve wellbeing, tackle poverty and reduce inequality. | |
| Interlink as a County Voluntary Council is a member of Third Sector Support Wales who provide services across Wales based on supporting the following four pillars:   * Volunteering * Good governance * Thriving and sustainable third sector * Influencing and strategic engagement | |