

# Think Active

## Equality, Diversity & Inclusion Board Champion

### Role Description



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#### Think Active CSW

**Role description – Equality, Diversity and Inclusion Champion Think Active Board**

**Responsible to: The Think Active CSW Board of Trustees**

#### 1. Role Purpose

The Equality, Diversity, and Inclusivity champion is a designated person responsible for actively promoting a diverse, supportive, and inclusive workplace culture.

The role aims to support team members to feel respected and valued at work, it is vital that our workplace is genuinely inclusive, with no tolerance of prejudice or discrimination. Any form of discrimination is illegal, reprehensible, and has no place in society. Fairness in the workplace is a vital part of a successful organisation. This role is instrumental in promoting and delivering aspects of EDI across Think Active and its wider partners and in support of the [Equality Act 2010](#).







The EDI Champion will help put our equality, diversity and inclusion policy into practice by fostering good relationships within the team, listening to colleagues and actively creating space and opportunities for team members to convey what they need to feel included and valued.

In all aspects of our work, from recruitment to speaking to partners and beneficiaries, our EDI champion will work to highlight where EDI needs attention and improvement, and to make sure EDI is an integral element of all our workplace strategies and policies.

#### 2. Knowledge, skills and experience

The Equality, diversity, and inclusivity champion should have:

 Listening skills

-  Excellent communication skills
-  The ability to be objective
-  A sensitive and professional manner
-  Understanding of, or willingness to learn about, equality and diversity matters
-  Strong relationships with team members across a variety of roles and positions
-  A willingness to engage openly and honestly with others on topics that can at times be challenging and difficult to discuss

### **3. Main responsibilities**

- 3.1 Act as a role model for equality, diversity and inclusivity.
- 3.2 Recognise equality and diversity is fundamental to the success and performance of the organisation, is vital for the cohesion and wellbeing of team members and is morally the right thing to do.
- 3.3 Promote equity by understanding that people may need to be treated differently depending on their needs in order to achieve fairness and equality.
- 3.4 Raise awareness and educate team members on the importance of diversity and the effects of discrimination.
- 3.5 Regularly communicate the benefits of equality and diversity, and promote any organisation success within that agenda.
- 3.6 Act as an information resource, provide guidance and deal with queries as appropriate on equality matters.
- 3.7 Raise concerns through the appropriate channels about any behaviour that may undermine equality, diversity, and inclusion.
- 3.8 Ensure all team members are aware of their responsibilities in relation to current equality and diversity legislation and guidance, relevant to their roles.
- 3.9 Identify areas in which the organisation can improve its efforts to be more inclusive and recommend actions to ensure everyone can feel respected at work.
- 3.10 Contribute to the regular review of policies and workplace culture documents to ensure they speak for everyone in the business.
- 3.11 Start open discussions about diversity in the workplace and gather important information about how safe and secure team members feel at work.
- 3.12 Arrange events that help celebrate diversity, and applicable partnerships with organisations
- 3.13 Provide regular updates to senior team members on EDI matters in the workplace.
- 3.14 Actively support efforts to create an inclusive workplace culture.

### **4. What the employer will provide**

- 4.1 Appropriate training to support the Equality, diversity, and inclusivity champion in their role.
- 4.2 This might include specific sessions on any of the protected characteristics, microaggressions and unconscious bias. The employer should discuss training needs with the EDI champion.
- 4.3 Opportunities to facilitate updates, share best practice etc with all team members. For example, in team meetings or regular newsletters.

- 4.4 An EDI champions section on the website so that all staff and public have access to ongoing or new developments and best practice.
- 4.5 Appropriate support with initiatives and ideas to improve EDI in our workplace.
- 4.6 Input into executive level strategy and planning so that a meaningful difference can be made.
- 4.7 Where suggestions are not taken forward, these will be discussed with the EDI champion.
- 4.8 A genuinely open and receptive space to hear the EDI champion, including on topics that may be challenging or difficult for the employer to hear or accept.
- 4.9 Recognition that the role is valued, including in workload calculations and promotion criteria

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