

# Think Active

## Equality, Diversity & Inclusion Champion (internal)



DRAFT

### Think Active CSW

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

**Responsible to: Development Director, Chief Executive**

#### 1. Role Purpose

The Equality, Diversity, and Inclusivity champion is a designated person who actively champions and promotes a diverse, supportive, and inclusive workplace culture.

The champion 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.

Our EDI champion will suggest overarching processes and procedures to be adopted into our practice to ensure alignment between our work to highlight where EDI needs attention and improvement, and to make sure EDI is an integral element of all our objectives, projects and initiatives.

#### 2. Knowledge, skills and experience

The Equality, diversity, and inclusivity champion should have:

- 2.1 Listening skills
- 2.2 Excellent communication skills
- 2.3 The ability to be objective
- 2.4 A sensitive and professional manner
- 2.5 Understanding of, or willingness to learn about, equality and diversity matters
- 2.6 Strong relationships with team members across a variety of roles and positions
- 2.7 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 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 support the development and learning of 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 initial point of contact to signpost colleagues to information and opportunities to learn about the equality, diversity and inclusion agenda
- 3.7 As with all colleagues, raise concerns through the appropriate channels about any behaviour that may undermine equality, diversity, and inclusion.
- 3.8 Support the Board Champion and Executive team in ensuring colleagues 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 help make them reflect everyone in the team.
- 3.11 Start open discussions about diversity in the workplace and help gather information about how safe and secure team members feel at work.
- 3.12 Arrange events that help celebrate diversity. Maximise opportunities to work with other organisations to celebrate diversity and Think Active's role.
- 3.13 Provide quarterly updates to the Exec team on EDI, a summary of progress on the annual plan.
- 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 will discuss these training needs

with the EDI champion at monthly 121s and appraisals. The EDI Champion is asked to be proactive in these discussions.

- 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 SharePoint so that all colleagues can access to ongoing or new developments and best practice.
- 4.5 An EDI section on the website to be maintained by the EDI Champion so that the public and partners can access ongoing or new developments and news.
- 4.6 Appropriate support with initiatives and ideas to improve EDI in our workplace.
- 4.7 Input into executive level strategy and planning so that a meaningful difference can be made.
- 4.8 Where suggestions are not taken forward, these will be discussed with the EDI champion.
- 4.9 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.
- 4.10 Recognition that the role is valued, including in workload.

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