

DiABETES UK
KNOW DIABETES. FIGHT DIABETES.



**EQUITY DIVERSITY AND
INCLUSION MANAGER**

WHO WE ARE

For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best

UK Charities to Work For, and one of the top 75 Best Large Companies in London.

Tackling inequality is part of our mission, and we're committed to being a diverse and inclusive organisation, for all of our people and volunteers. We have a friendly and inclusive culture, with a range of staff networks and ways to get involved. You can find out more about our approach to equity, diversity and inclusion in our strategy here [EDI Strategy Branded version 22 March 2023.pdf](#).

Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.



JOB DESCRIPTION

Role title: Equity, Diversity and Inclusion (EDI) Manager

Contract type: Permanent

Hours: 35 hours per week (28hrs would be considered)

Band: Band 5 and salary is £35,961- £43,952 per annum (pro rata for part time hours)

Key relationships (internal and external):

Internal: Learning and Development and Internal Communications teams, HR teams, Senior Leadership Group (CEO, Directors, Assistant Directors and Heads), Tackling Inequity Ambition Steering Group, Staff Network groups and the Staff Networks Advisory Group, Volunteering team, Board and EDI Board Sponsor

External: EDI specialists in other charities, external best practice bodies, external training providers

Key focus of the role:

We believe that equity, diversity and inclusion are key drivers of innovation and success and this role will drive our charity's progress toward achieving as part of our Tackling Inequity Ambition. This includes leading on internal change initiatives, organisational development programmes and providing expert advice and guidance across the charity. The role involves close collaboration with colleagues from our People and Organisational Development (POD) directorate, Tackling Inequity group and colleagues across the charity.

Directorate and team

This role sits in the [Tackling Inequity Team](#) in the [People and Organisational Development directorate](#)

Department



Person specification

All jobs at Diabetes UK are based on

- The key activities you'll undertake and
- The skills, knowledge, experience and behaviours you need to be successful in this role

You will be able to:

Action Plan and Strategy

- Lead delivery of the charity's EDI action plan as appropriate in line with the charity's Tackling Inequity strategy.
- Work in collaboration with our Tackling Inequity Lead and strategy group to support our tackling inequity ambitions and ensure consistency between internal and external approaches.

Learning and Development

- Design and deliver EDI learning and development interventions (face-to-face and online) to support shared understanding and behaviour, including a regular program of EDI sessions.

Guidance and Policies

- Develop guidance and policies on EDI topics to support best practice across the charity at all levels, in line with equality legislation.
- Provide expert advice and guidance about EDI implications to managers considering implementing or making changes to policies, procedures, services, or communications.
- Provide guidance and support to colleagues on the completion of equity, diversity, and inclusion assessments (EDIAs) to ensure inclusion is at the heart of their work.
- Manage the process of planning, preparing submissions, and monitoring compliance for agreed external accreditation about EDI best practice.

Monitoring and Reporting

- Agree relevant KPIs and metrics to measure progress against our EDI plan and Tackling Inequality strategy and report on progress at agreed intervals.
- Produce EDI reports including demographic and pay gap analysis, identify areas for improvement and recommend actionable solutions.

Communication and Collaboration

- Chair the Staff Networks Advisory Group and support staff networks co-leads so that the networks thrive and can provide feedback on the charity's EDI work as appropriate.
- Work with the Internal Communications manager to ensure our approaches to communication and engagement are inclusive.
- Work with the HR and L&D teams to embed EDI in our people processes, including recruitment, organisational development, and identify improvements.

You will have experience in:

- Experience in developing and turning EDI strategies into actionable plans with clear measures, ideally as an internal consultant.
- Experience designing and delivering EDI training programs and facilitating sensitive conversations.
- Experience in facilitate workshops and discussions (both face to face and online) in a way that encourages others to contribute openly.
- Experience of giving feedback on behaviours and approaches that others might find challenging or uncomfortable with a focus on fostering a positive and inclusive environment.
- Experience working effectively with a range of stakeholders across different levels.

You will have skills in:

- Effective at delivering presentations and convey complex EDI concepts in a sensible, engaging and accessible manner.
- Strong ability to handle setbacks and opposition while maintaining a positive outlook.
- Skilled in coaching and influencing others to improve their practices consider alternative perspectives.
- Self-starter- proficient in planning, managing, and delivering projects on time and to a high standard on own or with others.

You will have knowledge:

- In-depth knowledge of EDI legislation, principles, challenges, and best practices.
- Understanding of health inequity or interest and willingness to learn

The best person for this job will be (behaviours):

- Bold and open to testing new ideas, driven to make change happen
- Committed to learning and developing their approach based on feedback and data
- Comfortable raising issues and sharing feedback which others may find challenging or uncomfortable.
- Collaborative and able to build relationships with a wide range of stakeholders

Qualifications/professional membership (if applicable):

Evidence of training and/or qualifications to develop knowledge of Equity, Diversity and Inclusion **desirable**

BENEFITS

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefits we offer you.



Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



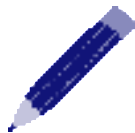
Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.



Our Networks

A range of active and supportive colleague networks such as the Pride network, Global Majority network and Women's network.



Early finish Friday

Early finish Friday and flexible working as part of our approach to activity-based working (not applicable to roles with fixed shift patterns).



Employee assistance programme

Employee assistance programme to give you support on any issues that come up in life.



Annual season ticket loan

Annual season ticket loan* (on completion of your probation period and if contract is permanent or longer than 12 months).



Cycle to work scheme

Cycle to work scheme.

Get in touch

Email recruitment@diabetes.org.uk

Call **0345 123 2399**

Visit diabetes.org.uk

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

