



Job Description

Equality, Diversity & Inclusion Advisor

Job Details	
Grade	4
Number of Posts	1
Department	Human Resources
Reporting to	Equality, Diversity and Inclusion Partner

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM
ACCOUNTABILITY AND RESPONSIBILITY
QUALITY AND INNOVATION
RELATIONSHIPS
HIGH SUPPORT HIGH CHALLENGE

Overview of the role:

Contribute significantly to the HR team by advancing the Trust's EDI initiatives. Engage stakeholders to promote, develop, and integrate EDI.

Key Responsibilities:

- Providing professional guidance and offering expert advice to stakeholders ensures effective decision-making and fosters positive outcomes across various organisational initiatives.
- Supporting the Equality Diversity and Inclusion Partner, you will use a project-focused methodology to drive meaningful and sustainable cultural transformation.
- Supporting the implementation of the Equality, Diversity, and Inclusion Strategy is essential to fostering inclusive practices across organisational initiatives.
- Assisting with routine EDI audits for the Trust, addressing recommendations and contributing to the creation of EDI action plans.
- Providing guidance on applicable regulations and protocols related to the specific field of expertise.
- Populating metrics and generating reports for electronic data interchange ensures accurate tracking and efficient communication across systems and processes.
- Providing support for delivering guidance and educational resources to employees effectively.
- Supporting the creation and enhancement of networks focused on staff inclusion.
- Collaborating with the Equality, Diversity and Inclusion Partner to implement various initiatives



- and projects focused on promoting inclusivity and equity.
- Designing and delivering programmes that foster inclusivity while promoting diversity within the workforce.
 - Identifying and pursuing fresh opportunities collaboratively with internal and external stakeholders to drive engagement and foster productive relationships.
 - Providing support for routine activity reporting and analysing trends effectively.
 - Performing additional tasks suitable to the scope and overall responsibilities associated with the role's requirements.

Key Information																			
<p>Is a Safeguarding Check needed? <i>(DBS and Experian background checks)</i></p>	<p>Dropdown Options:</p> <table border="1" data-bbox="828 934 1193 1123"> <tr> <td>Not Required</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Required</td> <td><input type="checkbox"/></td> </tr> </table> <p>If Required, what type:</p> <table border="1" data-bbox="828 1281 1445 1522"> <thead> <tr> <th></th> <th>Children</th> <th>Adults</th> <th>Children and Adults</th> </tr> </thead> <tbody> <tr> <td>Basic</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Enhanced</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			Not Required	<input checked="" type="checkbox"/>	Required	<input type="checkbox"/>		Children	Adults	Children and Adults	Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enhanced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	Essential
Experience	I	Possess Excellent prioritisation and organisational skills, ensuring delivery against deadlines and targets.
Experience	I	Develop reports and analyse information effectively to support business objectives and operational delivery.
Experience	AF & I	Able to demonstrate problem solving, diagnostic skills using multiple sources of information.
Experience	AF & I	Communicate clearly at all levels, orally and in writing, including presenting complex ideas to diverse audiences.
Experience	AF & I	Support the development and implementation of effective EDI strategies and inclusion initiatives.
Experience	AF & I	Demonstrate experience in measuring and monitoring performance against key performance indicators effectively.



Experience	AF, I & Q	Demonstrate understanding of employment laws and equalities legislation comprehensively and accurately.
Experience	I	Demonstrate experience working in a dynamic, service-oriented environment.
Skills	AF & I	Have a clear understanding and commitment to equality, diversity, and inclusion matters.
Skills	AF & I	Demonstrate the ability to handle delicate situations with care and professionalism.

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

