



**University of York Students' Union**  
Registered in England and Wales.  
Charity Number: 1173404 Company Number: 10688097  
Registered Office: The Student Centre, James College,  
Newton Way, Heslington, York, YO10 5DD

**E:** [enquiries@yusu.org](mailto:enquiries@yusu.org)  
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## JOB DESCRIPTION

<b>Job Title:</b>	Equality, Diversity & Inclusion Project Lead
<b>Reporting to:</b>	Student Voice and Insight Manager
<b>Place of Work:</b>	YUSU Student Centre, YO10 5DD / Homeworking
<b>Hours of Work:</b>	35hrs/wk (12mth fixed-term contract)
<b>Salary:</b>	£24,899
<b>Key relationships:</b>	Central Resources Director, Senior Management Team, Sabbatical Officers, University Widening Participation, Student Support and Equality and Diversity partners.

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### Job Overview

Equality, diversity, liberation and inclusion are at the heart of our organisational values and fundamental to our work with staff, student leaders and students. This is a key multi-disciplinary role in both listening to, and supporting, students' voices and engaging students as genuine partners in widening participation activities, as well as providing guidance and resources in liaison and with HR colleagues.

You will be responsible for leading on the development of our EDI Strategy; providing strategic direction, leadership and advice that stretches a broad portfolio of equality, diversity and inclusion agendas and meets the needs and aspirations of our staff and students.

You will promote, support and develop initiatives in all areas of the Union to widen participation and engagement amongst less represented groups, and will support staff and student leaders in an evaluation of current and future activity to identify, understand and address where barriers to participation might exist.

You will support the continued development of key YUSU networks (Working Class, Women's, BAME and Disabled Students', for example) and student-led activity, with a particular emphasis on collating and sharing data and providing advice and training to improve understanding and create meaningful impact. Alongside YUSU's Student Voice & Insight Manager, you will act as a key contact for University colleagues, contributing to projects to provide an inclusion perspective and working closely with the University to provide training, development and administrative support to the Student Expert Panel.

You will support students and staff through an approach underpinned by co-design and engagement, working closely with the wider organisation to develop strategies, initiatives, knowledge and



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understanding and to improve the diversity of our staff and volunteers, with the aim of supporting a fully inclusive culture.

The Equality, Diversity and Inclusion Project Lead will support the Students' Union to ensure that the principles of equality, diversity and liberation are embedded in everything we do by:

1. Empowering students, officers and groups to make a positive change.
2. Working with our student leaders and the University on diversity, liberation, inclusion and access.
3. Delivering inclusion and access initiatives and activities for our students.
4. Promoting change of our systems, processes and resources and a commitment to equality among staff and volunteer teams.

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## Key Responsibilities

### Strategic Development

- To lead on the development and implementation of the Union's Equality, Diversity and Inclusion Strategy and development action plan.
- To be aware, and share knowledge, of the EDI issues affecting students and work with the Sabbatical Officers and Student Networks to limit their impact.
- To research and give advice on diversity and inclusion issues and create programmes, training and initiatives to enhance the Union's approach.
- To support research into the barriers to participation experienced by students from less represented groups, with a focus on identifying mechanisms to reduce their impact.
- To partner with staff, students and the University in designing, evaluating and monitoring access and participation activities.
- To ensure that the Union is compliant with all relevant legislation and statutory requirements.
- Identify appropriate external evaluation and accreditation mechanisms to support the continuous development of the Union's EDI approach.

### Data

- To design mechanisms to gather, analyse and present key data evidencing participation levels; identifying areas requiring focused support and evaluating that data over time to review progress.
- To provide advice to student groups, networks and staff teams on best practice to embed monitoring and evaluation activity to track participation and the effectiveness of programmes and initiatives.



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- Analyse EDI data in relation to our staff and volunteers, including benchmarking against Students' Union sector, University and City of York data to identify any gaps and inform strategic decision-making.

### **Training Design & Delivery**

- Identify, source, design and deliver a variety of support materials and training for staff, volunteers and student leaders to promote and support an inclusive culture.
- Build relationships amongst colleagues and volunteers through diversity and inclusion training, advice and support.
- Train hiring managers and HR staff on how to select, manage, evaluate and retain diverse employees.

### **Policy and Process Development**

- Work in partnership with HR to review YUSU's internal policies, procedures and recruiting tools, ensuring that these are inclusive, and that we use non-discriminatory language and activity.
- Support the design and development of organisational policies that reinforce diversity and inclusion in the workplace, addressing all kinds of harassment and protecting minority groups.
- Provide expert advice and authoritative guidance to the Union regarding equality, diversity and inclusion that will enhance both our internal and external reputation as an employer of choice.

### **Delivery**

- Support staff and student leaders to develop and deliver an exciting and meaningful programme of activity in relation to diversity, liberation and inclusion.
- Facilitate work with elected officers, student groups, student leaders, liberation networks and key partners to effect change on behalf of, and alongside, the University of York.
- Expand the Union's reach to engaging with prospective students to promote engagement and participation in Union and student-led activity.
- Support student leaders, liberation networks and student groups to promote all student voices and deliver successful EDI campaigns.
- To liaise regularly with University staff and stakeholders, endeavouring to develop constructive, mutually-beneficial and strategic relationships, including attendance at key University meetings and Committees.
- Organise events and activities to promote EDI across the organisation to help develop an inclusive culture and raise awareness.
- Identify financial barriers to students developing and delivering diversity and liberation activity and propose mechanisms to overcome those barriers.
- Actively seek grants and financial support to invest in diversity and liberation activity.



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## General Notes

- The principal role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job.
- Staff must carry out their duties with full regard to the rules, procedures and conditions of service contained in the Staff Handbook.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers' Fair, Student Balls and any other key events, including elections if necessary.
- Staff are expected to portray a positive image of the Students' Union, both internally and externally, by displaying integrity, punctuality, politeness and professionalism.
- To uphold YUSU's environmental and sustainability aims, ensuring good practice is met.
- To abide by YUSU's constitutions and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.
- **YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.**

## Person Specification

Requirements	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
Professional qualification, and/or demonstrable experience in the field of Equality, Diversity and Inclusion.	X	
Leadership experience and/or experience collaborating across teams and organisations.		X
Relevant experience of providing advice and support across a wide range of equality and diversity activities.	X	
Experience of adopting a 'coaching style' to lead teams and achieve excellent performance outcomes.		X
Experience of supporting others to lead campaigns or run projects to bring about change and have measurable impact.		X
Demonstrable experience of engaging decision-makers with policy recommendations including report writing.		X
<b>Knowledge &amp; Skills</b>		
Excellent communication and presentation skills, with the ability to communicate complex information clearly and persuasively to a wide audience.	X	



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Sound planning, project management and organisational skills.	X	
Demonstrable knowledge of Equality and Diversity legislation.	X	
Knowledge and understanding of the issues facing students in the Higher Education environment, especially those in under-represented groups.		X
A sound understanding of research skills, data analysis and evaluation and using data to identify trends and action plans.		X
Good understanding of effective and responsible financial management.		X
Demonstrable ability to support co-production of solutions with a wide range of staff and volunteer stakeholders.	X	
<b>Personal Attributes</b>		
A leader on equality of opportunity who values diversity and removes barriers to equality.	X	
A confident and resourceful leader, who can operate in a complex, multi-disciplined environment and who has credibility because of what they do and how they do it.	X	
Sound judgement and the ability to handle competing priorities and a challenging workload.	X	
Demonstrable ability to engage with people from all backgrounds and with different levels of understanding of liberation topics.	X	
A proven track record of taking an innovative and solutions-based approach to challenges, whilst considering the thoughts and experiences of others.	X	
A strong commitment to sound ethical and environmental practices.	X	

*Date Updated (& Initials):*

14/06/21 KW