International Equity, Diversity and Inclusion (EDI) Business Partner

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Level** | Level 5 | **Job Reference No:** |  |
| **Role review date:** | August 2024 |
| **Directorate** | International | **Function** | NA |
| **Service** | International management | **Reports to:** | Executive Director (International) |

Scale and scope of role

|  |  |  |  |
| --- | --- | --- | --- |
| **Direct reports** | 0 | **Indirect reports** | Lead EDI working group |
| **Budget responsibility/**  **accountability** | 0 | **Accountable for other resources** | 0 |

Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over. We help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross id committed to, and bound by, its [fundamental principles](http://www.redcross.org.uk/principles): humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want out team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

The EDI Business Partner will facilitate the development, ownership and project management of the International Directorate EDI portfolio and accountabilities. The post holder will drive transformational change with our anti-racism approaches and the scale up of EDI initiatives as a top priority for the leadership of the directorate. Whilst the international management team remain accountable for the EDI deliverables within the directorate, this role will involve coaching, mentoring, influencing and compassionately challenging the international directorate leaders and managers to strengthen the ways of working, policies, structures, systems, practices, environment and culture for Equity Diversity and Inclusion. Additionally, the EDI Business Partner will be responsible for facilitating the implementation and contextualisation of the BRC EDI strategy and priorities within the International Directorate, by partnering and working closely with full alignment to the central Inclusion and Diversity Team.

Key responsibilities

**Culture**

* Ensure that the directorate approach to EDI and anti-racism are aligned to the organisational approaches and reflect our global workforce and geography
* Strategically and tactfully disrupt cultural norms within the directorate and International Management Team to further standardize equity and inclusion practices
* Address and provide alternative solutions for existing gaps and challenges within the directorate
* Proactively support teams across the international directorate with identifying and addressing team culture in response to existing data (i.e. survey results and diversity audit)

**Collaboration**

* Ensure that the directorate approach to EDI and anti-racism are aligned to the organisational approaches and reflect our global workforce and geography
* Partner with the BRC EDI team to advise and contextualize existing and new material to support the international framework of operation and practice
* Collaboratively implement anti-racism action plan and other EDI initiatives in partnership with the International People Team
* Provide strategic advice relevant to the programme to working groups or projects piloting racial equality initiatives, disability, gender and LGBTQ+ and act as a subject matter expert in relation to equality, diversity and inclusion alongside I&D colleagues.
* Contribute to consultations and implementations on the development of new organisational strategies, policies and processes.

**Leadership**

* Take a proactive role in the organisation-wide anti-racism working group to share learning and experience. This will include leading and developing the international anti-racism workstream (community of practice) to foster engagement, learning and ownership of our anti-racism agenda
* Produce and present regular updates to management teams, IDSG, and wider international directorate on areas of interest and anti-racism, contributing to a culture of accountability within our leadership team
* Provide evidence and thought leadership to senior teams on key themes and emerging trends that enable an institutional shift in our operating model and ways of working with an anti-racism lens
* Support, coach, and guide management staff within the international directorate to complete effective and thoughtful equality impact assessments on decisions and activities.
* Manage sensitive disclosures with discretion and guide individuals to appropriate resources and existing mechanisms of support
* Effectively influence management staff and senior leaders to gain buy-in on EDI and anti-racism initiatives

**Implementation**

* Enable the delivery of our robust anti-racism plan for the directorate through effective programme management, stakeholder engagement and communication tools
* Develop and implement an anti-racism communication plan with facilitated and targeted engagement for our locally hired staff overseas and racial and ethnically diverse staff in the UK/overseas
* Facilitate driving years 2 and 3 of the anti-racism action plan by challenging senior leaders in the directorate with compassionate candour, coaching and mentorship
* Analyse themes and issues arising from our existing I&D data dashboard, pay gap insights and people data and advise on the prioritisation of actions
* Ensure that organisational awareness, understanding and competence in relation to I&D to challenge discrimination is supported through appropriate learning and intervention mechanisms. Deliver I&D workshops, training, briefing sessions and updates in conjunction with Learning & Organisational Development colleagues.

**Team Member**

* Actively participates in all team meetings.
* Supports other team members
* Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action.
* Upholds the Fundamental Principles of the Red Cross and acts with integrity, in accordance with the Society’s values (inclusive, compassionate, courageous and dynamics)

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Pre-engagement checks

Criminal Records

Type of criminal record checks required for this role

|  |
| --- |
| England and Wales – Disclosure and Barring Service (DBS) |
| * None |
| Scotland |
| * None |
| Northern Ireland |
| * None |

Drivers Check – Required: No

Person Specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirements** | Evidence obtained through Shortlisting (S), Interview (I), Assessment (A) | | | |
| **Knowledge and Skills** | **S** | **I** | **A** |
| **Essential**   * Up to date and in-depth knowledge of themes and issues related to anti-racism, equity, diversity and inclusion within an INGO or humanitarian organisation context * Ability to work effectively with diverse stakeholders to deliver complex projects * Confidence in communications, negotiation, influencing and coaching skills * Potential to grow into a strategic thinker with a strong ability to identify opportunities and approaches for upscaling EDI in the BRC International directorate. * Planning and project management skills * Ability to carry-out sound analysis, identifying key trends and producing clear summaries * Strong facilitation skills with the ability to work with a broad range of people, obtaining their commitments to deliver timely and quality inputs * Strong knowledge of best practice in relation to reaching, engaging and portraying those from diverse races and ethnicities * Ability to analyse data gathered through a variety of sources * Ability to communicate with range of stakeholders * An ability to lead through period of uncertainty, and consider differing viewpoints to reach agreed ways forward   **Desirable**   * A Qualification within an area relevant to international humanitarian aid and/or development. | **S**  **S**  **S**  **S**  **S**  **S**  **S** | **I**  **I**  **I**  **I**  **I** |  |
| **Experience** | **S** | **I** | **A** |
| **Essential**   * Experience of using lived experience to create psychologically safe spaces and work with a variety of people in the spirit of partnership to find solutions and make positive changes in the workplace * Working with a diverse range of people with confidence to challenge senior leaders on emotive and critical issues for staff groups * Experience in providing specialist technical support and advice on EDI. * Experience in policy development and communications * Experience in running impact assessment to the EDI practices within the organization * Experience in developing EDI strategies, tools and resources   **Desirable**   * Experience of working with the Red Cross and Red Crescent Movement * Experience in the humanitarian/development sector | **S**  **S**  **S**  **S**  **S**  **S**  **S** | **I** |  |
| **Additional requirements** | | | |
| **Essential**   * Ensures inclusive practice, challenges discrimination and promotes diversity in line with our [Equality, Diversity and Inclusion (EDI) policy](https://www.redcross.org.uk/about-us/how-we-are-run/our-policies/equality-and-diversity-policy). | **S** |  |  |

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.