

Head Inclusion & Diversity

Job Level	6	Job reference No.	ID: 1742
		Role review	January 2021
Directorate	People	Service/Function	Inclusion & Diversity
Reports to	Chief People Officer		

Scale and scope of role

Direct reports	5	Indirect reports	4
Budgetary responsibility / accountability	Delegated responsibility for budgets may be agreed in-post	Accountability for other resources	None
Reach and impact	An influential role in the organisation, creating and promoting a clear vision and an inspiring narrative regarding the British Red Cross' inclusion and diversity (I&D) aspirations and aims. The role will facilitate a step change in transforming how I&D is reflected in everything we do and stand for, creating the right environment to ensure a demonstrable, inclusive culture, where I&D becomes a golden thread throughout all of our activity - for users of our services, partners, and staff and volunteers alike. The role holder will be a champion for I&D internally and externally and drive strategic interventions at every level of the organisation. The role holder shares collective responsibility for demonstrating strong collaborative working within the People Directorate management team as well as with senior leaders in other BRC areas.		

Context

We help anyone, anywhere in the UK and around the world, 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 global Red Cross and Red Crescent humanitarian network.

Our values and principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Purpose of the role

This role is responsible for helping to drive a cross-organisational, transformational inclusion and diversity (I&D) agenda, including shaping and taking forward organisational I&D strategy and strategic priorities, as well as developing a proactive approach to identifying risks and opportunities to operationalise and embed good practice, including by maximising our systems, processes and management approaches. The role will also strengthen organisational approaches to combat racism in all its forms.

A key focus of the role will be to build broad understanding of, and excellent engagement with, our strategic intent and interventions in this area, ensuring appropriate collaboration with our operational delivery teams, expert functions and internal networks, making the most of opportunities to introduce lived experience to build insight and to find effective solutions. The role has a high profile and as such will require effective working and strong influencing skills with senior leadership, including our executive leadership team; it will also be a key point of expert contact within the organisation.

Together with a strong strategic focus, the role will also lead on embedding good, basic principles and ways of working, to help translate strategy into everyday activity that demonstrates good practice.

Main responsibilities

1. Strategy Development and Implementation

- > Develop the I&D strategy with a focus on strong, broad collaboration, co-production and engagement, including opportunities to use lived experience.
- > Influence leadership and the executive leadership team to make the most impactful strategic choices regarding I&D strategic interventions, bringing expert insight to decision-making. Prepare executive leadership (and Board) papers and facilitate associated discussion, as required.
- > Lead specific I&D projects that have an organisational reach and impact.
- > Develop measures of success, supported by appropriate metrics.
- > Develop delivery strategies to ensure effective implementation of the I&D accountability framework and to maximise the impact of I&D activity within the People Directorate.
- > Develop and maximise internal and external networks, including opportunities to include lived experience in strategy development.
- > In partnership with stakeholders, identify and shape solutions for I&D challenges that emerge from strategic delivery and implementation.
- > Support building a trusted and inclusive culture, working with other stakeholders responsible for relevant and complementary activity, outside of the immediate I&D team.
- > As a member of the Senior Leadership team, contribute to the shared strategic leadership objectives and actively influence the change agenda.

2. Governance and Operational Procedure

- > Support the development of systems, procedures, processes and ways of working to operationalise and embed good practice.
- > Lead activity to embed I&D considerations within everyday decision-making, including effective impact assessments.
- > Develop effective arrangements to track and review organisational delivery commitments and to identify risks and issues, with appropriate escalation.

- > Develop governance that builds shared accountability.
- > Support our internal networks to operate effectively and with clarity of purpose.
- > Work closely with internal and external stakeholders to develop shared approaches and strong collaboration to achieve effective joint outcomes.

3. Expert Advice

- > Expert point of contact for advice and guidance, including for senior leadership.
- > Develop guidance to leaders/managers, staff and volunteers as required, collaborating with stakeholders to identify the most effective communication strategies and approaches.
- > Network externally to ensure alignment to legal developments and sharing of proven good practice.
- > Support reviews and assessment of workplace experience.

4. Leadership and Relational Management

- > Champion strong role-modelling and a gold standard culture of inclusion and diversity throughout the organisation, and developing organisational initiatives to celebrate diversity.
- > Work across boundaries to drive joined-up, collaborative approaches to policy development, communications and engagement, people strategy, culture and change.
- > Visible leader, including acting as a mentor and guide to leaders and to internal support networks, amplifying the networks' "voice".
- > Develop a visible presence in wider sector/industry I&D networks.
- > Deliver appropriate challenge to leadership to stretch our ambition and drive positive culture and attitudinal change.
- > Build close rapport with the Executive Leadership Team (ELT) and Senior Leadership Team (SLT), our networks, and all internal and external stakeholders.
- > Share collective responsibility for demonstrating strong collaborative working within the People Directorate management team as well as with senior leaders in other BRC areas.
- > Build collaborative and strong relationships with Senior leadership group to develop influence and leadership impact beyond areas of expertise

5. Team Member

- > Actively participates in all team meetings.
- > Supports other team members.
- > Work and behaves in accordance with all BRC policies and procedures.
- > Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

6. Team Leader

- > All team members understand their responsibilities and objectives.
- > All resources involving staff managed in accordance with BRC policies and procedures.
- > All staff are kept informed of relevant organisational plans and updates on development.
- > Team ideas and comments are communicated and forwarded appropriately.

Pre- engagement checks

Criminal Records

Type of criminal record checks required for this role)

England and Wales - Disclosure and Baring Service Check (DBS)
> None
Scotland
> None
Northern Ireland
> None

Drivers Checks

> Required - No

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 in the UK. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of; age, disability, gender reassignment, marriage and civil partnership, 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 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

Person Specification

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)		
Knowledge and Skills	Essential	<ul style="list-style-type: none"> > Deep and broad understanding of I&D issues, legislation, formal guidelines and good practice. > Able to inspire and influence at all levels and across diverse stakeholder groups, including senior leadership and at executive leadership/Board level. > Able to build trusted relationships and foster strong collaboration to build an inclusive working environment. > Can articulate a clear vision. > High level communication and interpersonal skills, able to communicate ideas and information effectively, varying style to fit different audiences. > Able to champion a cause or strategic intent with authenticity. > Strategic thinker with the ability to analyse and interpret information. > Able to identify shared goals than can be translated into action plans that lead to measurable outcomes, including to build future capability and capacity. > Fluent in concepts such as power, privilege and unconscious bias and alert to racism and racist behaviours. > Ability to drive work activity, through others. > Strong team worker, using collaboration to encourage diverse perspectives and a genuine valuing of difference. 	S	I	
	Desirable	<ul style="list-style-type: none"> > Working with internal networks, for example under-represented groups. > Project management methodology/approaches > Using lived experience to build credible, relevant and reflective strategic interventions. 	S	I	

Experience	Essential	<ul style="list-style-type: none"> > Experience of I&D strategy development and delivery, leading systematic change regarding practice, behaviours and attitudes. > Experience influencing and leading change in I&D at all levels of an organisation. > Senior level experiencing designing, delivering and evaluating effective I&D strategic interventions and activities. > Experience managing teams and working across boundaries in a complex organisation. > Experience of using insight to inform decision-making. > Demonstrable experience of planning and monitoring activities, including identifying risks and familiar with delivery measures/metrics. > Reporting and writing papers for Boards/executive leadership 	S	I	
	Desirable	<ul style="list-style-type: none"> > Experience working in a complex, dispersed organisation with an operational focus and volunteer workforce/presence (highly desirable). > Project management working 	S	I	

Behaviours	<p>COMMUNICATING AND INFLUENCING Takes multiple steps to communicate and influence</p> <ul style="list-style-type: none"> • Influences others using compelling well thought through argument to build support and engagement • Provides explanations, raises awareness of issues and sends consistent messages in order to support progress <p>WORKING COLLABORATIVELY</p> <ul style="list-style-type: none"> • Leads by example by thinking ahead and developing and maintaining external and internal relationships for the BRC to achieve its strategic objectives • Invests time to find out what others think and develop relationships with a mind to future potential opportunities • Builds wide-reaching, diverse connections with a shared understanding of needs and goals <p>SOLUTIONS FOCUSED</p> <ul style="list-style-type: none"> • Seeks others' perspectives and involves them in seeking solutions • Takes a varied solution-focussed approach to solving problems and expands god practice around using appreciative inquiry to understand others' perspectives and involve them in problem solving <p>SEKING INSIGHT</p> <ul style="list-style-type: none"> • Does not always stop with the first answer; demonstrates curiosity and tenacity • Role models a curious approach, seeking information to inform future approaches and strategic opportunities for the British Red Cross 				
	Additional requirements	Essential	Ensures inclusive practice and promotes diversity		
	Desirable				

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.