

## About the National Church Institutions (NCIs)

This is an exciting 12-month opportunity for an experienced Diversity and Inclusion Advisor to contribute to culture change in a significant national institution. This role is open to someone working 4-5 days per week, and the location is flexible with travel to London required monthly.

You will take a lead role in delivering key elements of our Belonging and Inclusion Strategy and action plan which builds on the solid foundations of two previous Belonging and Inclusion action plans. Our strategy began in 2018 and has been widely supported by senior stakeholders and is visible to staff working at all levels and all parts of the organisation. It also addresses the recommendations made by the Archbishops' Anti-Racism Taskforce in the 2020 From Lament to Action report about addressing racism in the Church of England.

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

### We Include, You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

## About the department

The Human Resources department provides a strategic and operational HR service to the seven National Church Institutions (NCIs) and the 42 Diocesan Bishops' offices. Our **HR Operations** team focusses on the entire employee lifecycle providing support, advice and guidance to senior

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leaders, line managers and staff. The **Organisational Development** team lead on culture, values, wellbeing, development, and our belonging & inclusion strategy. Through our **External Service** team, we also offer HR support on a consultancy basis to other Church of England organisations including our dioceses and cathedrals.

We are a friendly, diverse, well respected, and highly engaged HR team who are committed to actively sharing knowledge and learning across the team and beyond. We encourage flexible working within the team and meet online weekly and in-person once a month for collaboration, knowledge-sharing and building relationships within the team.

## What you'll be doing

This role focuses on designing and implementing equality, diversity and inclusion (EDI) initiatives within the National Church Institutions (NCIs). A central responsibility is ensuring the implementation of the Church of England's "Lament to Action" report and other EDI-focused strategies across departments. This involves collaborating with various teams to create a unified approach, nurturing a group of change agents to promote inclusion, and offering tailored advice to managers on fostering diverse and inclusive environments.

A significant part of the role includes using our diversity data to inform strategy. You will work closely with HR and data teams to analyse diversity metrics, enhancing the quality of data collection and interpretation. This analysis will help shape future actions, including how different demographic groups engage with NCIs, and improve response rates through building a culture of trust.

Your key responsibilities will include:

- Leading data analysis to inform diversity strategy and advise on actions
- Collaborating with HR Operations to enhance diversity data collection
- Reporting on demographic engagement from pulse surveys
- Overseeing key reporting functions, including annual benchmarking through the TIDE MARK process
- Ensuring consistent communication of progress on the NCIs' Belonging and Inclusion Action Plan with employee network groups, Trades Unions and senior stakeholders.
- Supporting staff networks and ensuring their effectiveness through action plans.

You will take a lead role in designing and delivering a variety of development programmes, aimed at boosting confidence and inclusivity in leadership across NCIs. You'll be responsible for delivering the Inclusion Induction training and other EDI-focused development, including cultural sensitivity and conflict management. You will also lead the Confident Career programme aimed at targeted career development, particularly amongst under-represented groups.

You will have the opportunity to get involved in a range of projects, depending on your particular skills and areas of interest. For example, this may include working with our Strategic Resourcing Specialist in developing diverse recruitment panels, and our Leadership & Development team in providing targeted leadership training on inclusive practices.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

You will be committed to encouraging and promoting diversity in the workplace, and have a strong understanding of equality legislation, diversity and inclusion issues, current affairs and good practice and can explain them clearly and simply to others.

You will need to be delivery and stakeholder focused, with a collaborative approach that enables you to build rapport, break down barriers and achieve positive outcomes. You'll bring curiosity, an open-mind and a non-judgemental approach.

### **Essential**

#### *Knowledge/Experience*

- Ability to use own lived experience to relate to others and inform practice
- Data analysis skills and evidence led approach
- A track record of leading change which has led to greater diversity in the workplace.

#### *Skills & Abilities:*

- Excellent communicator- particularly in relation to presentations
- Passionate about accountability and thinking creatively about to achieve this in a complex organisation
- Strong project management skills with the ability to prioritise work appropriately, monitor progress and escalate where necessary.
- A self- starter, confident and comfortable collaborating with a dispersed team.
- Confident in communicating with a range of stakeholders at all levels of the organisation.
- Excellent oral and written communication, presentation and facilitation skills.
- Track record of working well with others, both within the organisation and in external networks with the ability to develop ideas with other people.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Diversity &amp; Inclusion Adviser</b>
<b>NCI ENTITY:</b>	Church of England Central Services
<b>DEPARTMENT:</b>	Human Resources
<b>GRADE:</b>	Band 3      Standard Point
<b>SALARY:</b>	£56,833
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House
<b>HYBRID WORK ARRANGEMENTS:</b>	Travel into London at least once a month for specific meetings and events will be required
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input checked="" type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term 12 months
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8028730
<b>COST CODE:</b>	50201
<b>PARENT POSITION:</b>	People Director