

## Role Profile & Person Specification

<b>Job Title:</b>	Inclusion & Belonging Support Coordinator
<b>Department:</b>	Equity, Diversity, Inclusion & Belonging (EDIB)
<b>Location:</b>	Hybrid – blend of office and home-based (optional)
<b>Role reports to:</b>	People Inclusion & Development Manager

### Role Profile

#### **Purpose of Role**

To provide high quality, administration, meeting support and communication support services for Equity, Diversity, Inclusion & Belonging team activity including Diversity Task Force, Skills Competitions and the Elite Leaders Forum.

#### **Key Responsibilities:**

##### **Meeting Support (30%)**

###### Diversity Task Force

- Support the set up and coordination of all internal (monthly) and external Taskforce (ad hoc) related meetings.
- Attend meetings, if required, to take notes and record action points
- Update relevant project boards.

###### Elite Leaders Forum

- Support the Head of Development, Quality & Compliance set up and coordination of the Elite Leaders' forum meetings
- Attend the forum meetings to take notes and record action points

##### **Administrative Support (50%)**

###### General Administration

- Provide administration to the EDI&B managers as required
- Support line manager with corporate contracts & agreements administration and liaison with external legal support

###### Diversity Taskforce

- Provide administrative support to the Taskforce project team
- Provide administration support for any Taskforce driven activity including project work and Taskforce working group outputs
- Monitor project plans to ensure all actions are completed in a timely manner.

###### Skills Competitions (activity volume follows competition cycles – highest activity Feb & Mar)

- Provide administration support for competitions management
- Register competitors
- Coordinate competition paperwork & information packs
- Book hotels & travel arrangements for competitors & staff
- Support with setting up feedback surveys

**Communication (20%)**

Diversity Task Force

- Acknowledge and, where appropriate, respond to email enquiries via the Taskforce email account.
- Support with co-ordinating and distribution of email updates to internal and external stakeholders.
- Support the co-ordination of internal and external stakeholder messaging.
- Ensure digital resources are up to date and regularly audit website content.

Elite Leaders' Forum

- Coordinate all internal and external communication as requested

**Key Performance Indicators:**

- Personal and business objectives
- Team & business key performance indicators (KPIs)
- Smooth running of Taskforce, Skills Competitions & Elite Leaders meetings
- All meeting actions correctly captured and effectively disseminated
- Positive performance feedback from colleagues and wider team

**Key Relationships:**

- Skills Competitions Manager
- Careers & Inclusion Manager
- Product Development, Quality & Compliance Manager
- Wider EDI&B team
- Members of the Diversity Taskforce
- Marcomms Team

**Job Context:**

- The job holder reports to People Support & Inclusion Manager
- The job holder is a Team Member

**Job Dimensions:**

- Job holder is a Team Member who performs a range of tasks using established work routines and procedures
- Job-holder has no direct line reports
- Routine communication requiring transfer of factual knowledge or explanation
- Organises and prepares documents using templates or information provided by others
- Performs a range of tasks involving established work routines and procedures
- Operates with continual access to guidance and/or supervision
- Re-arranges standardised processes/procedures to improve routines & service
- Routine communication requiring transfer of factual knowledge or explanation
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**Authority Level:**

**Financial:**

No budget management.

**Operational:**

Works to routines and follows processes but has scope to prioritise own workload as necessary. Has access to management support for decision making out of everyday routines or processes.

## Person Specification

### Essential Knowledge & Experience

- Demonstrable experience of meeting organisation and support
- Experience of meeting note/minute taking and identifying actions
- Previous experience of coordinating, disseminating and following up meeting actions
- Ability to multi-task to make sure all activities and timelines are met
- Experience of supporting senior stakeholders, both internal and external

### Desirable Knowledge & Experience

- Understanding of administration required for project management
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### Required Competencies

- Organised and thorough
- Excellent attention to detail
- Can prioritise own workload effectively
- Good written and verbal skills
- Able to establish and maintain good working relationships both internally and externally

### Essential Qualifications:

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### Desirable Qualifications:

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### Other Requirements

- Hybrid working optional (up to 4 days working from home)
- Full time, Monday to Friday
- May be asked to travel to other UK facilities to attend meetings (will be discussed in advance)
- May be asked to undertake other tasks to support the business as required

**We are committed to building a more equitable and inclusive workplace. Please let us know if there are any reasonable adjustments that we can make to enable you to be successful in this role.**