

# YOUR NEW ROLE AT THE TRUST

<b>JOB TITLE:</b>	Development Lead – Equality, Diversity and Inclusion	<b>PAY BAND:</b>
<b>FUNCTION:</b>	CEO office	Support Delivering <b>Specialist/Managerial</b> Technical Lead/Function Head Senior Leadership Team
<b>THE TEAM:</b>	The CEO's office plays a central role in leading, managing, and guiding the overall direction of The Trust. It has a crucial role in developing and communicating the organisational and EDI strategy and monitors organisational performance. The team supports the executive leadership team and enables decision-makers and senior leaders both internally and externally. This role reports into the CEO office to enable proximity to our senior leadership and oversight of EDI across the Trust.	

## WHERE YOU WILL FIT













CEO	<b>Development Lead - EDI</b>
-----	-------------------------------

## HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Our vision at The King's Trust is to end youth unemployment and our mission is to break down barriers; open doors and support young people to build the confidence and skills they need to find work.

Tackling inequality is at the heart of our strategy and to achieve this, we must have a whole organisation approach to EDI. This role is critical in ensuring we have the right culture, insight and interventions to ensure that we can reflect the needs and backgrounds of the young people we support.

## WHAT WILL YOU DO?

-  Establish a clear understanding of the existing practices and interventions that exist across the Trust that contribute to the strengthening of our culture of inclusion which in turn enables us to meet our ambition on EDI.
-  Apply a data led approach, regularly reviewing key EDI related metrics and sharing with key stakeholders to enact change and drive decision making. Use data to measure and create transparency on progress against our EDI strategy.
-  Design and deliver an approach to 'listening' to the organisation and our wider community on key topics when a deeper understanding is required. Ensure clear lines of communication, creating opportunities to drive change that makes a difference and that lived experience is impactful in shaping our approach across a range of areas.
-  Apply an approach of continuous improvement to establish clear actions to drive further progress against our EDI strategy pillars; tackling inequality, representation, belonging and progress.
-  Be able to apply a deep knowledge of the external EDI landscape to support leaders in shaping their EDI priorities.
-  Keep up with all regulatory and other developments that relate to protected characteristics to inform the CEO and others as appropriate to determine the approach the Trust should take and whether further external knowledge/advice/expertise is required.
-  Support leaders to establish clear plans to increase diverse representation at all levels of the organisation, including application of best practice.
-  Work with Trust functions as required to identify opportunities to make changes to our procedures and policies related to recruitment, reward and recognition, training and development, volunteer engagement, fundraising, communication.
-  Facilitate the Senior Leadership Team as required to integrate the EDI strategy into delivery plans as part of our 25-30 strategy.
-  Identify further opportunities to build capability in the organisation on EDI, this might be through learning, knowledge or resources, targeted at further building our environment of inclusion and belonging.
-  Work alongside fundraising and delivery colleagues to build expertise on community engagement, enabling delivery of future opportunities both in the public and private funding sectors.
-  Work closely with our community networks to act as a trusted colleague and sounding board.

## THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

### WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Deep understanding of the EDI landscape including societal influences and best practice at an organisational level	You will apply your EDI expertise to guide leaders, shape priorities and ensure our approach reflects best practice and external insight.
Excellent communication and facilitation skills	You will engage and influence a wide range of stakeholders at all levels of the organisation.
Ability to work collaboratively while providing constructive challenge	You will work collaboratively across the organisation, using your influence to support, challenge and drive progress through others.
Strong project manager and organisation skills.	Your role will involve managing multiple priorities and ensuring momentum across a range of EDI initiatives delivered through others.
Data and insight analysis	You will use data and insight to inform decisions, track progress and demonstrate impact across our EDI priorities.
Experience	Why do we need this?
Experience of implementing an EDI strategy	You'll help turn broad EDI priorities into practical actions that teams across the organisation can understand and deliver.
Significant experience of leading or delivering EDI initiatives in a complex organisation	The Trust is a complex organisation with a large community of stakeholders, so you'll need to be comfortable navigating different perspectives and priorities to move work forward.
Experience of building strong relationships at all levels of the organisation.	Much of your impact will come from working through others, so you'll need to quickly build trust and credibility with colleagues at all levels to influence progress.






### WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience within the charity, education, youth, public or voluntary sector.	Knowledge of our sector will help you quickly understand our context and start making an impact.
Knowledge of inclusive service design and accessibility standards.	This will help you shape more inclusive and accessible approaches across our programmes and services.
Lived experience with a protected characteristic	This will bring valuable perspective and insight to how we shape and improve our approach.
Skills & Knowledge	Why do we need this?
Knowledge and understanding of intersectionality and its application in organisational practice.	This will help you take a more nuanced approach when shaping initiatives and advising others.
Professional qualification or relevant training in equality, diversity and inclusion.	This will support your credibility and confidence when guiding others on EDI.

# WHAT DO WE EXPECT FROM YOU?

## OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 <p><b>Inspiring</b> We lead by example</p>	 <p><b>Approachable</b> We are open minded and value diversity</p>	 <p><b>Empowering</b> We enable positive change</p>	 <p><b>Non-Judgemental</b> We focus on the potential, not the past</p>	 <p><b>Passionate</b> We are absolutely committed to supporting young people</p>
--	---	--	---	---

Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ Network). For more information, [click here](#).

## OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through a passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance your own development and build expertise You role model a positive and constructive approach to giving &amp; receiving feedback You support others in adapting to change</p>	<p>You're approachable, clear and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans &amp; targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same</p>

## THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.