

Job Description

Equalities Officer

Reports to:	Head of Education With 'dotted line' reporting to the elected national official with the remit for Equalities	Location	Head Office, with some travel and working away from home, including occasional weekends.
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Scope and General Purpose of the Role

To lead, develop and strengthen the equalities work of the union, by increasing awareness, engagement, delivery and impact of equalities campaigns, education and projects. Provide input that supports and contributes to strategic decisions related to the equalities remit. The postholder will work and collaborate with the equality sections of the union, officials of all levels of the union, and colleagues in the Education and Policy & Research departments to make real difference to the lived experience of FBU members.

Key Accountabilities and Duties

1. Manage, design and facilitate equality section schools/seminars and special events. Work closely and collaboratively with the relevant committee, officials, tutors, external speakers, colleagues and other relevant parties to ensure that events are designed and delivered to effectively achieve their objectives.
2. Manage the design and delivery of anti-sexual-harassment education and other equality education initiatives.
3. Take lead responsibility for the design and delivery of fairness at work education for all reps and reps with specific section/fairness at work roles.
4. Take lead responsibility for the design and delivery of national and regional initiatives and events supporting equality, equity, diversity, fairness, inclusion and matters of culture and culture change.
5. Lead and co-ordinate campaigns in relation to equality, equity, diversity, fairness, inclusion and matters of culture and culture change, in collaboration with the Communications department.
6. Actively engage with people in the community, such as firefighters, lay officials, members of the public etc, in order to enhance understanding and engagement, both ways.
7. Advise and support officials on theory and practice in relation to implementing policy/conference resolutions regarding equality, equity, diversity, fairness, inclusion, and matters of culture and culture change, including anti-sexual harassment.
8. In relation to the same areas in 7. above, develop and manage initiatives that create and increase the knowledge of officials and the union. Examples include, but are not limited to, conducting surveys and other research, drafting papers and guidance, working with partner organisations, and member-facing activities and engagement.
9. Represent the FBU in partnership arenas including the Trades Union Congress and Inclusive Fire Service Group and build the FBU relationship with these and similar bodies.

10. Co-ordinate and support the work of the Equalities Committee of the Executive Council under the direction of the head office official with the equalities remit.
11. Working in collaboration with officials and colleagues, facilitate and support the equality section national committees.
12. Working in collaboration with officials and colleagues, facilitate and support the development of fairness at work structures and officials.
13. Working in collaboration with officials and colleagues, facilitate and support regional equality section activities and events.
14. Working in collaboration with officials and colleagues, facilitate and support the development of activism among lay officials and the membership.
15. Any other duties as reasonably directed by the Head of Education.

Organisational and Professional Responsibilities

1. To provide support to the Union during its Campaigns and/or Conferences as required.
2. Establish good working relationships with the team, staff, Executive Council members and Officials across the union as a whole.
3. To undertake any training, and/or other duties as appropriate that are commensurate with the post as may be determined from time to time by the Head of Communications.
4. Develop and maintain the range of skills appropriate to the post and to keep up-to-date with good practice, publications and issues relating to your area of work or the union as a whole.
5. Comply with procedures and legislation concerning confidentiality and the General Data Protection Regulations (GDPR).
6. Fulfil the requirements of, and actively promote, the Equal Opportunities Policy and procedures. Implement good principles and practices within the context of the job, daily, and challenge any discriminatory practices or behaviour.
7. Avoid any action or behaviour which may conflict in any way with the work and services provided by the FBU, or which may bring it into disrepute.
8. Carry out your role and represent the FBU in a professional manner by adhering to relevant best practice, policies and guidelines. This applies to the discharge of duties as well as when dealing with colleagues, members of the public and relevant stakeholders. If in doubt with regards to best practice, then advice should be sought from the Line Manager, or HR Department.
9. Treat all persons with dignity and respect irrespective of colour, race, ethnic or national origin, sex, marriage or civil partnership status, pregnancy or maternity leave, gender reassignment, sexual orientation, disability, age, religion or belief or other potentially unique attributes of the individual. For further clarification please speak to the HR Department.
10. Participate in regular formal supervision and line management as agreed with the relevant person, or delegated personnel (Departmental Manager).

11. Develop and maintain appropriate boundaries of confidentiality in relation to employees, elected officials and any other person(s) that may be concerned with the union's business.

Job Requirements

Essential:

1. Proven ability to make change in the context of equalities issues.
2. Demonstrable ability to design and deliver high quality and innovative education/training, workshops and presentations, ideally in a trade union or labour movement context.
3. Ability to lead and develop strategic initiatives and to engage in the necessary operational tasks to ensure their successful implementation.
4. Experience of developing and supporting networks of under-represented groups of members, including organising networking and capacity building events, ideally in a trade union or labour movement context.
5. Ability to build relationships and work collaboratively with groups of members and activists over a sustained period of time.
6. Have and maintain an excellent knowledge and awareness of equalities theory, relevant political and legislative developments, and the socioeconomic trends affecting the work of the FBU.
7. Flexible, agile and resilient enough to withstand professional challenge.
8. Understand and contribute to the FBU's strategic aim of remaining the independent, industrial trade union for workers in the fire and rescue service.
9. Commitment to and ability to win others to trade union values and principles.
10. Commitment to equality/challenging oppressions and making real difference to the lived reality of union members.
11. Willingness and ability to travel and work away from home including occasional weekends.
12. Willingness to work flexibly and ability to manage competing demands and commitments
13. Commitment to ongoing professional development

Desirable

- At least three years' experience working in a role delivering equality programmes, education and campaigns in a similar organisation, such as a trade union or within the public or voluntary/campaigning sector.