

Network Diversity, Equity and Inclusion Manager



Too many older people have no one to turn to for support. We believe no older person should have to struggle alone. We're Age UK, the UK's leading charity for older people. We provide information, support, friendship and advice when it's needed most. Our services are a lifeline – could you help us reach even more people who need us?

The job, in a nutshell

We are looking for a diversity, equity and inclusion subject matter expert, to lead on the coordination and delivery of diversity, equity and inclusion initiatives across the Age UK Network of 130+ local and independent partners. You will have strong knowledge and experience of embedding diversity, equity and inclusion principles and practices into an organisation and delivering measurable change, excellent stakeholder management, communication and facilitation skills, and the ability to bring people together and work collaboratively across a multi-organisational environment.

What you'll do for us:

Main Responsibilities

- Work with the Age UK Network to scope diversity, equity and inclusion needs, identifying areas of good practice and areas for development.
- Provide subject matter expertise on diversity, equity and inclusion issues.
- Coordinate and deliver diversity, equity and inclusion initiatives across the Age UK Network.



"The Diversity, Equity and Inclusion (DEI) team have been amazing and supportive in creating an environment that is conducive to delivering and achieving our strategic DEI goals. I have loved all the work I've done with the team as Co-Chair of the Race Action Group and I'm excited that the team are now expanding as we embark on a new and ambitious strategy in partnership with the Age UK Network."

Muna Ali

PROJECT MANAGER

Our values

WE ARE BOLD

In doing what's right for older people - We are unafraid in standing up for older people and in seeking support for our work with them.

WE ACT TOGETHER

With and for older people - We act as one team, collaborating to get things done.

WE ARE FOCUSED

On what makes most impact for older people - We never forget that older people are at the heart of everything we do.

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- Monitor and report on the effectiveness of initiatives, use findings to inform and improve ongoing delivery.
- Support the Age UK Network to co-develop and share best practice, learning and resources in relation to diversity, equity and inclusion.
- Share diversity, equity and inclusion initiatives created by Age UK National with the Network. Where appropriate, use co-production, to translate materials into relevant resources for the Network.
- Organise and deliver learning opportunities including webinars, workshops and training.
- In collaboration with the Communications Team, prepare and circulate communications to Age UK National and the Age UK Network, providing updates on diversity, equity and inclusion activities, progress and learning.
- Work with the Diversity, Equity and Inclusion team to develop and deliver policies, procedures, training and resources for Age UK National.
- Attend working groups, forums and events as required.

General responsibilities

- Regular travel to Age UK offices and Network Partners across the country.
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Stay informed about industry trends, best practice, and legal requirements related to diversity, equity and inclusion, and integrate them into initiatives.
- Maintain and improve competencies through continuous professional development. Abide by all organisational policies, codes of conduct and practices.

Must haves:

Experience:

- Embedding diversity, equity and inclusion principles and practices into an organisation and delivering measurable change.
- Producing equity, diversity and inclusion policies, procedures and resources.

Location

London

People management

No

Division

People



ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

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- Working collaboratively and building networks with a diverse range of people across a multi-organisational environment.
- Organising and delivering training, workshops and seminars to a range of audiences using different delivery methods and platforms.

Knowledge:

- In-depth subject matter expertise in diversity, equity and inclusion.
- In-depth knowledge and understanding of relevant legal, data, governance and compliance obligations.

Skills and Abilities:

- Excellent communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels verbally and in writing.
- Analytical, with the ability to collect and interpret data to inform decision-making and measure impact.
- Strong project management skills, with the ability to prioritise and manage multiple initiatives simultaneously.
- Comfortable constructively challenging others to drive positive change.
- Able to travel across the UK including occasional overnight stays.

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