This job description serves to illustrate the type and scope of what is required for the post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or level of responsibility entailed.

Section 1 - Job Details

Job title	Head of Equity, Equality, Diversity and Inclusion
Directorate area	Corporate Services
Department/Team (if applicable)	EDI
Reports to	Executive Director of Corporate Services
Direct reports	EDI and Behavioural Change Trainer
Job Location	Office based in London with flexibility to work remotely
Contracted hours are agreed locally with line managers	

Section 2 - Job Purpose

This role will lead on our commitment to promote equity and equality (EEDI) and shape a diverse and inclusive environment for staff, volunteers and the MS communities. It will ensure that our Equity, Equality, Diversity and Inclusion principles are embedded in all we do. Working with the Board, Executive Group and everyone in the organisation, the role will bring meaningful change to the way we operate, the services we provide and how we engage with the MS Community.

Section 3 - Key Responsibilities/Accountabilities

	Responsibility or Accountability
1	Co-produce the long-term strategic direction for equity, equality, diversity and inclusion (EEDI) within the organisation and ensure that this is reflected in our organisational strategy and all strategic initiatives across the organisation
2	Inspire others of the importance of EEDI and convene key influencers to establish and drive forward the change agenda
3	Design a robust and inspiring programme. Plan and allocate work, support employees and volunteers to deliver the plan and monitor achievements
4	Commission an EEDI training programme which supports people across the organisation to role model our EDI principles.
5	Be the EEDI expert and point of contact for EEDI related topics, addressing and resolving requests, concerns and enquiries in a sensitive way. Support the senior management (Board, Executive Group and Leadership Group) to also resolve concerns in a sensitive way.
6	Own the EEDI policy, ensuring it reflects legislative requirements and best practice and that all relevant parties understand it and are supported to comply with it.
7	Gather, analyse, interpret and present data and information to provide reporting, insights and monitoring progress. Ultimately to ensure a data driven, measurable and targeted approach to our EEDI programme.

Section 4 – Dimension of the role

Resources	None
Staff/Volunteers	• This is a cross organisation role and therefore will work closely with our Executive Group, Leadership Team, line managers, volunteers and employees. • Establish an experts by experience group of volunteers who through generously sharing their experience of having both a protected characteristic and being affected by MS can help shape the MS Society's approach and ambition.
Budget	Approx. £150k
Key relationships	Develop relationships with many external organisation to: • Knowledge share and benchmark – including organisations that are experts in their field and similar charities • Deliver the MS Society's EEDI ambition – where other organisations are better placed either through their position within the community or their knowledge to deliver our EEDI ambition.
Information security/ data governance	Responsibility for undertaking relevant actions and responsibilities according to the role assigned by the MS Society

Section 5 – Key deliverables

	Measures of success
1	Clearly articulated strategic approach and plan towards achieving our EEDI ambitions and monitoring of the plans implementation
2	EDI training for staff and volunteers

Section 6 – Competencies and contribution

Competency	Level required (see below)	B	E	A	T
Fosters co-production	5		X		X
Open to change and innovation	3	X		X	
Sound decisions	4		X	X	
Collaborative working	5				X
Effective communication	4			X	X
Outcome focussed	4	X			X
Inclusivity	5				X
Accountability	5	X	X	X	X
Tech savvy	3	X		X	

Level	
5	**Strategic –** Senior management and/or strategic responsibility requiring wide advanced knowledge of organizational policies, practices and procedures across the organization or detailed theoretical, practical and procedural knowledge of a specialized area. Provides expert knowledge and insight on a range of subjects and/or groups relevant to MS and represents the MS Society externally. Translates vision, strategic aims and direction in clear terms that people can relate to and action. Makes significant and influential decisions and facilitates appropriate resources.
4	**Expert/ Recognised authority** – Responsible for managing significant resource (people, budget etc.) associated with the function/activity. Demonstrates expert knowledge and relevant and appropriate professional leadership and influence**.** Colleagues consistently perform a task or activity to higher levels having an intuitive grasp of what is required to be

	delivered, how it impacts across other areas of activity and how it may be improved for the benefits of the MS Society. Colleagues have an in-depth understanding and focus upon building expertise, they are the go-to person and have a reputation for being knowledgeable in this area and are able to apply their existing skills and knowledge to new or emerging challenges.
3	**Complex** - Roles with or without line management responsibility where they are required to use knowledge gained through experience, professional or technical qualification on complex information or raw data for typically non-routine problems upon which own judgment needs to be applied without further instruction or guidance to work with others to overcome obstacles and deliver outcomes across teams/department.
2	**Enhanced** - Roles with or without line management responsibility but accountable for casework/ face to face service provision/ internal/external process and or people (including volunteers) e.g. first line managers of people or process. Colleagues have knowledge of requirements of a team/function, contribute to building and maintaining successful internal and external relationships and collaborate to deliver effective outcomes. Colleagues use knowledge and understanding to organise and/or manage work, tasks and processes, can solve routine issues and contribute to the development of new practices and procedures.
1	**Foundation –** roles make an individual contribution to the MS Society with no process or line management responsibility. Colleagues have a fundamental knowledge and understanding of what is required to carry out the role and how it connects to other roles and activities. Understand what is required to be carried out and has the competence and skills to carry out the activities.

Section 7 - Learning & Development requirements

Foundation (mandatory)	None
Additional internal learning/ courses required for role	None
Other professional training/qualification required	None

Section 8 - Person specification (knowledge, experience, skills and attributes needed for the Job)

Those that are marked as essential and will be tested at application stage (A) will be used as shortlisting criteria for determining who will be invited to interview. There should be no more than 7 shortlisting criteria.

Requirement	Essential	Desirable	Tested*
Experience of leadership in the EDI field, developing and implementing strategies, approaches and policies preferably within the charity sector	X		AI
Knowledge about an array of EEDI issues, resources and subjects along with relevant legislation.	X		AI
Skilled communicator who is adept at building relationships both internally and with a wide range of external partners	X		AI
Strong analytical and problem solving skills with a solution orientation and mind set	X		AI
A passion for creating a positive and inclusive culture	X		AI
Strong collaborator with the ability to build relationships, read situations intuitively, and provide guidance based on a variety of insights and inputs.	X		AI

Ability to work independently, taking forward an initiative from concept to fruition within the operational model of an organisation.	X		AI

*Tested – A (application), I (interview), T (test or Assessment), P (through performance reviews including probation, 1:1's and PDR)

Section 9 – Additional Information and Requirements

Confidentiality	Ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation/requirements.
Equality, diversity and inclusion	Ensure all duties are carried out in a manner which promotes the MS Society's equality, diversity and inclusion policies and practices.
	As a charity whose primary focus is to support and improve outcomes for disabled people. We expect all colleagues to be curious and innovative in identifying and removing any barriers experienced by disabled people whilst working with us. As well as adopting an inclusive approach and embedding EDI principles in their day to day work.
Health & safety	Promote a health and safety culture, observe all health and safety rules and procedures and complete training courses, as required.
Safeguarding	MS Society are committed to recruiting with care and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Background checks and Disclosed Barring Service checks will not be required for this role.
Digital, data and Technology	Competently utilise technology to perform the role including internet-based voice and video calls, Microsoft Office applications, the MS Society intranet, human resource and finance systems, case management system software and other bespoke MS Society software and applications.
Key contacts/ relationships	
Unusual specific physical/mental demands associated with the role	Supporting staff and volunteers where concerns are raised around EEDI
Travel requirements	
Unsocial hours	

Last updated (8 November 2024)