



**Anna Freud**

## Job Profile

<b>Job title</b>	Equity, Diversity and Inclusion Lead
<b>Reporting to</b>	Head of Equity, Diversity and Inclusion
<b>Employer</b>	Anna Freud
<b>Salary</b>	£42,000 FTE per annum, plus 6% contributory pension scheme
<b>Location</b>	Hybrid (a mixture of home/onsite working): staff are working onsite for at least 20% of their working hours at our London site (4-8 Rodney Street, London N1 9JH)
<b>Working hours</b>	Part-time (14 hours per week): usual working hours are Monday to Friday, 09:00-17:00. Flexible working is possible.
<b>Holidays</b>	27 days plus Bank Holidays FTE
<b>Term of contract</b>	Permanent

### About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

## **Purpose and overview of the role**

The EDI Lead will support Anna Freud on our equity, diversity and inclusion (EDI) journey, which is integral in us achieving our mission to ‘close the gap’ in mental health and wellbeing support for children and families. We are currently two years into our first EDI strategy and we are due to publish our progress so far later this year, in Autumn 2024.

The EDI Lead will report to the Head of EDI to grow, develop, and support our diversity staff networks and our team of colleague trainers who deliver in-house EDI training and to curate our staff EDI learning journey.

The post-holder support with the oversight and tracking of progress against key milestones in the strategy, covering both our internal culture and our outward facing services. It will involve a high level of collaboration with colleagues across the organisation, in our research, training and clinical teams, and most crucially our People and Culture, and Communications teams.

## **Main responsibilities of the role**

Staff EDI learning journey:

- Managing the strategic development of the delivery of in-house EDI training for all Anna Freud staff by our EDI colleague trainers (approx. 10-15), liaising with the colleague trainers, Head of EDI, Head of Organisation Development and Learning and Development Partner;
- Providing ongoing support directly to the EDI colleague trainers and other participants in peer-to-peer learning and development (L&D) initiatives;
- Creating the learning journey for EDI for staff, and collaborating with colleagues to deliver this;
- Producing reports on feedback and impact of EDI L&D workstreams against our objectives and key actions in the EDI strategy.

EDI strategy implementation:

- Creating annual timelines and schedules for the new workstreams in the EDI strategy implementation including, where necessary, delegation of individual tasks to teams and tracking progress;
- Co-creating and implementing new positive action in development initiatives, for example career sponsorship programmes, with the Head of EDI, in consultation with the Head of Organisational Development, and colleagues.

Staff networks:

- Supporting and developing the staff diversity networks, including regular meetings with Co-Chairs and responding to queries around network activity;
- Coordinating network activity with Executive sponsors, Communications team and other network leads, applying an intersectional approach, and the Head of EDI in line with event planning processes;
- Liaising with Head of EDI on development areas for each staff diversity network maturity and leadership.

All employee responsibilities:

- Maintaining an awareness of and actively following and promoting Anna Freud’s policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance;
- Completing all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

### To be noted

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the role, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

## Person Specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview)
<b>Experience and/or knowledge</b>	
Programme/project management experience, ideally with change management	Application/Interview
Experience of working collaboratively with staff networks/employee resource groups	Application/Interview
Working knowledge and understanding of EDI concepts and language	Application/Interview
Experience of design, delivery, and evaluation of impactful learning solutions	Application/Interview
<b>Skills and/or abilities</b>	
Effective communication and interpersonal skills to engage colleagues of all cultures, backgrounds and experience	Application/Interview
Ability to communicate in a sensitive and engaging way to stakeholders at all levels	Interview

Ability to form and build relationships with stakeholders of all levels	Interview
Ability to work independently - effectively prioritising within a complex organisation and changing culture	Interview

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values and EDI statement can be viewed [here](#).**

### **Equal opportunity**

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process.

### **Further support**

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on [recruitment@annafreud.org](mailto:recruitment@annafreud.org). We aim to provide reasonable adjustments where operationally possible for the work that we do.

### **Post-interview**

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.