



# **NPHT**

## **NATIONAL PARALYMPIC HERITAGE TRUST**

**Team Diversity Officer**  
**Recruitment Pack and Job Description**  
**£25,000 pro-rata**  
Part-time (24 hours)

### **Overview**

The National Paralympic Heritage Trust (NPHT) has embarked on a new exciting 5-year Strategy – ‘Becoming Seamlessly Inclusive 2023-2028’. To help us on this journey this is an exciting opportunity to join our team as the Trust’s Team Diversity Officer a central and key role to 5-year strategy and as such our operation and success. We are looking for a superbly organised, self-motivated, people led person with a commitment to inclusion and supporting diversity within the team and ideally interests in sport and heritage.

The NPHT is a young dynamic and diverse organisation, and a leader in accessible heritage. Over our first 5 years we reached over half a million people with the ambition to reach a million over the next five years through our exciting digitally strong business plan, with support from several major heritage funders including the Arts Council England as an NPO, National Lottery Heritage Fund, Rothschild Foundation, Museums Association Esmée Fairbairn, Wolfson Foundation, Art Fund and Garfield Weston.

### **Background**

The NPHT was formed in 2015 with the core purpose to ‘enlighten and inspire future generations by celebrating, cherishing and bringing the Paralympic heritage and its stories of human endeavour to life’ and in doing so to challenge negative perceptions of disability. Our purpose is to celebrate, cherish and bring the heritage to life, in a compelling and evocative way, securing a legacy, feeding a growing public interest since London 2012, changing attitudes, and instilling national pride.

In our role as caretakers of one of the World’s most important disability history collections, the Paralympic movement, we aim to become, and help others become seamlessly inclusive. From 2023 to 2028 for every £2 we spend we aim to positively broaden somebody’s understanding of disability and transcend heritage access.

In our first 5 years 2017 to 2022 we reached over half a million people across the UK, and overseas, (over 50% of our website visitors are from abroad representing 195 different nations), establishing an accredited museum and collection of international importance. Our learning programmes and digital engagement are recognised as

providing ground-breaking access to D/deaf and disabled audiences. Our purpose and moral responsibility are to continue to bring this unique British heritage to life, building awareness of Paralympic history, sport and the individuals involved in its development in a compelling and evocative way that pushes the boundaries of access for all, changing attitudes, serving national inclusion agendas, and instilling national pride.

The NPHT is a registered Charity 1165416.

The founding partners are the British Paralympic Association, WheelPower – British Wheelchair Sport and Buckinghamshire Council.

### **Role of the Team Diversity Officer:**

#### **1. Overall**

- 1.1 To support diversity development and Power to the Peoples Framework across the work of the Trust.
- 1.2 To oversee, volunteering, work placements, Access to Work plus schemes and act as a work coach to two neurodiverse trainees.

#### **2. Key Responsibilities**

- 2.1 To oversee the volunteer programme with support from the Head of Programmes.
- 2.2 To manage the access to work programmes
- 2.3 To act as work coach to the trainees in accordance with the Access to Work programmes, ensuring they deliver their workplans, and have the support they require to deliver them.
- 2.4 To support the Learning Manager and Collections Engagement Officer with the provision of volunteers for their programmes of work.
- 2.5 To support the work placements programme and individuals completing them by planning out the work in liaison across the team and helping the Head of Programmes carry out the work.

2.6 To support the Trust's community board.

2.7 To support other programmes of work as directed.

3. **Meetings and reporting**

3.1 The Team Diversity Officer will be employed by the National Paralympic Heritage Trust and be responsible to the Board of Trustees.

3.2 The Team Diversity Officer will report to, be managed and supported by the Head of Programmes.

3.3 The Team Diversity Officer will have monthly meetings with the Head of Programmes reporting on progress and raising any areas of concern.

3.4 Either party may, by written notice to the other, require the holding of a special meeting to discuss any matter of urgency or exceptional importance relating to this agreement.

4. **Period of Contract**

4.1 March 2024 to End of February 2026.

5. **Contract fee/Pay**

5.1 The proposed fee is £25,000 a year Pro rata 3 days a week (24 hours).

5.2 In addition to the payment outlined above the Team Diversity Officer will be paid reasonable agreed expenses incurred subject to the supply of receipts/travel expense claim and a stakeholder pension.

6. **Indemnity**

Insurance is covered by the NPHT

7. **Skills and Qualifications**

Must:

- People management skills
- An understanding of neurodiversity and disability
- Excellent interpersonal, organisational and communication skills
- Eye for detail
- proven ability to work in a collaborative manner
- Excellent communicator
- Highly self-motivated
- Experience of engaging with communities

Ideally:

- An interest in sport
- An understanding of or interest in the Paralympics

### **Your application and the recruitment process**

If you require the information in alternative formats, please email [admin@paralympicheritage.org.uk](mailto:admin@paralympicheritage.org.uk)

In order to apply you should submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than two pages.
- A supporting statement explaining why you are interested in this role detailing how you meet the skills we are seeking – we recommend that this is no longer than two pages.

Or you can make your application using alternative formats suited to your needs including a film (no longer than 10 minutes), an audio recording (no longer than 10 minutes) or a collage (up to 4 pages)

We implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants who both declare their disability and meet the essential criteria for a vacant post.

Please send your application, by email to [admin@paralympicheritage.org.uk](mailto:admin@paralympicheritage.org.uk)

**Closing Date - Applications should be received by 5pm on Thursday 28<sup>th</sup> March 2024**

You will receive an acknowledgement and we suggest that if you don't receive this you should contact us to confirm your application has arrived.

**Interviews will take place on 9<sup>th</sup> April at Stoke Mandeville Stadium** for which we can make adjustments according to your needs.

We very much see these as a two-way opportunity for us to find out more about each other and there will be an opportunity for you to meet members of the Trust staff.

Please do contact us if you wish to have an informal discussion about the role/organisation or if you have any other questions to help you decide whether to apply.

You can contact:

**Vicky Hope-Walker, CEO** [Vicky.hopewalker@paralympicheritage.org.uk](mailto:Vicky.hopewalker@paralympicheritage.org.uk)