



Diversity and inclusion adviser - Part-time (c 10 days pm) 5 month service contract

Moorfields Eye Charity

Location: Working from home 60% working at the charity's offices near Old Street tube 40%

Overview:

We are excited to be recruiting for a highly motivated and passionate Diversity and Inclusion Adviser to join our team on a part-time basis, working on average ten days per month.

This role is crucial in our commitment to creating a truly diverse and inclusive working environment by helping us on our journey to shape, implement and drive change, with real and long-lasting impact for our people and organisation.

The post is an organisational priority. It is funded thanks to support from NHS Charities Together (NHS CT).

The person must be available to start on or around 1 July 2024 and be available to attend an in-person staff meeting on the morning of Thursday 25 July 2024.

Responsibilities (outputs in bold) working with the MEC EDI steering group:

- To be a member of the EDI steering group (CEO and staff representatives).
- Analyse the results of the March 2024 staff survey about EDI and the results of the May 2024 ENEI TIDE benchmark (the latter showing MEC as scoring 19% at the "Prepare" level in most domains) and develop impactful **action plans** based on the results (copies of the staff survey and TIDE report available on request).
- Guide the Management group in the creation of an appropriate **Diversity & Inclusion strategy with key metrics**.
- Develop a **Diversity and Inclusion policy**, ensuring it is accessible and inclusive for all trustees, advisers, employees and volunteers and advise and develop other HR policies and practices as agreed
- Liaise with the [Employers Network for Equity & Inclusion \(ENEI\)](#), [the Association of Medical Research Charities \(AMRC\)](#) and [NHS CT](#) to ensure we are adopting and/or working towards sector best practices.
- Design and facilitate **Diversity & Inclusion training programmes** at all levels from the board through to operational colleagues.
- Conduct **regular monitoring and data analysis** to measure progress towards key deliverables.
- Contribute to **reporting** to NHS Charities Together

Requirements:

- Experience of providing internal support specialising in diversity and inclusion activities.
- Genuine passion and enthusiasm for fostering diversity and inclusion in the workplace.
- Excellent communication skills, both written and verbal.

- Confidence in developing and reviewing policies to ensure inclusivity and accessibility.
- Experienced in designing and facilitating training programmes.
- Background in the charity sector would be desirable.
- Familiarity with the NHS framework for EDI would be desirable.
- Ability to build relationships and engage with staff and external stakeholders.
- Knowledge of EDI challenges in the workplace.

Additional Information:

We particularly welcome applications from underrepresented groups including Black, Asian and Minority Ethnic candidates, candidates with a disability and candidates from the LGBT+ community.'

The role offers flexibility with a hybrid working model, allowing for a choice of days worked each month. Like members of staff, you will be expected to work at the charity's offices 40% of time.

The service contract is offered at a fee of £400 pd (inclusive of any VAT).

Applications (CV and short covering letter outlining relevant experience and referees) are requested by 16 June. Interviews are expected to take place wb 23 June 2024.

Please submit application and requests for further information to:

Robert Dufton at r.dufton@nhs.net