1 Advertisement

Post Title: Equality, Diversity and Inclusion Coordinator
School/department: HR/EDI Unit
Hours: Part time hours considered up to a maximum of 0.6 FTE / 22 hours
Requests for flexible working options will be considered (subject to business need).
No less than 0.4 FTE considered
Contract: fixed-term until 31 August 2022
Reference: 7219
Salary: starting at £22,254 to £25,627 per annum (full-time equivalent salary), pro rata as part time
Placed on: 25 November 2021
Closing date: 10 January 2022. Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: As soon as possible

- The Equality, Diversity and Inclusion (EDI) Unit is looking for an Administrator for a fixed-term period to 31 August 2022, to join our small team and play a vital role ensuring the smooth administration and organisation of the Unit. You will play a key role in supporting the University to achieve its stated commitment to equality, diversity and inclusion.
- The activities of the EDI Unit are focussed on supporting the delivery of our EDI strategy which covers work across the protected characteristics. You will be responsible for all team administration, including the organisation and minuting of meetings, budget administration, background research and other general administration as needed.
- A key responsibility for the Unit is to ensure that people are aware of Equality, Diversity and Inclusion policies, procedures and events across the University. This requires an actively managed website and use of social media to promote events and raise awareness. This will form a key part of your responsibilities.
- You will also be providing support to the team in setting up and running events. The role will require you to work with students and staff at all levels of the organisation, with other teams across the University, and with external partners. You will have strong planning and organisational skills, be able to work with minimal supervision and have the ability to juggle workloads to meet challenging and competing deadlines.

Please contact Jackie Rymell at j.a.rymell@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the EDI Unit and Human Resources.
3. Job Description

Job Description for the post of: Equality, Diversity and Inclusion Coordinator

Department: Human Resources

Section/Unit/School: EDI Unit

Location: Hybrid: 50% on campus, 50% remote working

Grade: 4

Responsible to: Head of EDI Unit

- Develop content for and maintain the Equality, Diversity and Inclusion website and assist in the communication and promotion of equality, diversity and inclusion matters through internal communications channels and social media.

- Manage the administrative aspects of the Equality and Diversity Inclusion budget in order to support effective budget management within the team, including arranging payment of items, keeping accurate and up-to-date records of expenditure, providing reports on request and flagging any potential issues as appropriate on a monthly basis.

- Provide administrative support to the EDI Unit as required, in order to ensure the effective and efficient administration of the work of the Unit, including management of events run by the EDI Unit or where required, providing support on events organised by the Pro-Vice Chancellor (Culture, Equality and Inclusion) and staff networks.

- Provide administrative support to the EDI Unit as required to manage a central mailbox and telephone line.

- Develop and maintain systems and processes for enabling the efficient administration of the team, identifying and implementing opportunities for improvement where possible.

- Organise termly meetings for the PVC (EDI), the EDI Unit and EDI Champions Group and others as required.

- Take notes/minutes at EDI meetings.

- To actively promote Equality, Diversity and Inclusion in all activities undertaken.

- To undertake other duties as may be required from time to time to support the work of the EDI Unit.

NB: This role is expected to change and evolve to best meet the needs of the unit, as such, the role holder will be expected to accept that the role may be subject to change.
4. **Person Specification**

**ESSENTIAL CRITERIA**

1. Able to develop and maintain effective work systems, taking into account the needs of others using those systems.
2. Clear, concise and grammatically accurate written and oral communication skills, including an ability to explain processes and procedures.
3. Able to maintain and report statistical and financial information accurately.
4. Tactful and sensitive; able to understand the perspectives of others.
5. Able to work as part of a team; flexible, cooperative and helpful.
6. Competent at using standard Microsoft Office software.
7. Self-motivated and able to work on own initiative; able to meet priorities and deadlines with minimum supervision.

**ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Personal commitment to equality, diversity and inclusion.

**DESIRABLE CRITERIA**

1. Competent in developing website content.
2. Understanding of relevant statutory requirements and guidelines regarding storage, retrieval and reproduction of information such as data protection and copyright.
3. Organising and minuting meetings and events.