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**EQuIP is seeking to recruit an Engagement Officer to strengthen its equality, diversity and inclusion work and tackling discrimination.**

**Salary: £24,982 pro rata at 30 hours per week**

**Contract: Fixed term for 12 months** with a view to extending dependent on funding

Please find attached:

1. Job description
2. Personal specification
3. Application form
4. Equal Opportunities Monitoring Form

Deadline for applications is **12 noon on Friday 26th February 2021**. Full details are on the application form.

Interviews 16th March 2021

Application forms only, no CVs

For a confidential chat about this role please contact claire@equipequality.org.uk or telephone 07377 431997



**Job Description**

**Post Title:** Engagement Officer

**Hours :** 30 hours per week. Fixed term contract for 12 months

**Salary:** NJC Scale, 18 £24,982 Pro Rata

**Responsible to:** Senior Equalities Officer and Chief Executive

**Office base:** Rugby (but working across all parts of Warwickshire). **During this pandemic, homeworking will be required.**

**Responsible for:** Any appropriate volunteers

**Job Purpose:**

To contribute as a member of the Equality and Inclusion Partnership (EQuIP) team to achieve the organisational objectives. To be responsible for engagement with communities of interest that have been affected by Covid 19 and those that have experienced discrimination or disadvantage and to work with key partners in addressing these issues.

**Principal Accountabilities:**

1. To work as part of a team, under the day-to-day line management of the Senior Equalities Officer and guidance of the Chief Executive, and in co-operation with all other staff and volunteers, to deliver high quality services and information to local communities, in line with the objectives of EQuIP.
2. To develop effective links with the local communities and all public agencies, and to enhance existing communications with known contacts.
3. To reach out and develop new contacts in communities across Warwickshire.
4. To identify key equality issues experienced by communities across Warwickshire and to work with key agencies, where necessary, in addressing these issues.
5. To act as a link between communities, EQuIP and public agencies.

**Nature and Scope:**

1. To develop effective links and contacts across communities of interest in Warwickshire.
2. To identify equality issues of individuals and support needs of local community groups.
3. To organise and collate information relating to the outcomes and monitoring requirements of the post.
4. To consult regularly with the Senior Equalities Officer and Chief Executive on the issues identified from the communities, key stakeholders and service clients.
5. To oversee and support the coordination and administration of regular meetings with the EQuIP project stakeholders to discuss objectives and progress made towards the project outcomes.
6. To develop effective channels of communication between communities and a range of other relevant bodies, in order to determine cross working opportunities and to address issues pertinent to communities.
7. To support the development of local monitoring systems to create a clear picture of the numbers and types of issues dealt with by EQuIP and the beneficiaries of EQuIP services.
8. Give particular priority to those groups that are less well developed and need the most support. This may include individuals that are classed as Clinically Extremely Vulnerable, BAME communities, Disability groups, LGBTQ groups, new and emerging communities looking to become established as patterns of immigration into the area change, Gypsies and Travellers and people living in rural areas.

***n.b \*****We use the acronym BAME in this job description. However, we recognise its limitations as a term.*

1. Develop links between organisations to encourage understanding and promote community cohesion and develop community capacity and engagement by providing advice and other assistance.
2. To support with the delivery of targeted equalities projects and to support the development of new initiatives that emerge from key issues and priorities identified. These may include projects focussed on health and wellbeing, community safety, hate crime, and community cohesion.
3. To deliver training to agencies, communities and stakeholders on a range of equality related subject areas.
4. To take a lead on EQuIP’s presence at exhibitions, online activities and events.
5. Have a good working knowledge of appropriate safeguarding practices.
6. To identify and apply for opportunities for EQuIP that will ensure the sustainability of the current post and other EQuIP activities, beyond the prescribed time frame.

**General**

1. Undertake any other duties which would reasonably fall within this job description as instructed by the Chief Executive or Board.
2. Assist in the preparation of EQuIP business/work plans and annual reports on the service as required.
3. Report progress to the Chief Executive and Board at agreed intervals.
4. Participate fully in supervision and appraisal sessions with the Senior Equalities Officer and Chief Executive.
5. Prepare minutes and service the work of any agreed sub-committees, forums or other groups/working parties established within your sphere of work.
6. Undertake all necessary administrative or other duties necessary for the effective and efficient implementation of your work.
7. You will work in accordance with agreed policies, procedures and practice inclusive of Health & Safety at Work requirements, Equal Opportunities, Safeguarding and Data Protection.
8. Demonstrate the highest professional standards in your work.
9. Attend appropriate training courses, and other professional development opportunities, as agreed with the Chief Executive.
10. Undertake any other duties, which would reasonably fall within this job description as instructed by the Chief Executive or Board.

**Person specification – Engagement Officer**

|  |  |  |
| --- | --- | --- |
| **Experience/work -based knowledge and qualifications** | **Essential** | **Desirable** |
| Graduate or equivalent by experience | Experience of engaging with seldom heard communities |
| Committed to the principles of Equality and Diversity | Experience/ knowledge of issues affecting BAME, LGBTQ and Disabled communities. |
| Knowledge of Equalities legislation and discrimination | Experience/ knowledge of youth organisations |
| Sound knowledge of equality issues as well as engagement and communication tools | Ability to communicate in a different language |
| Excellent written and verbal skills with good attention to detail | Experience of online communications |
| Ability to cope under pressure, prioritise work and meet deadlines | Experience of working in an environment involving grant-funded projects  |
| Ability to think creatively to identify promotional opportunities and then put these into action | Experience of working on a European project |
| Experience of liaising with a range of suppliers |   |
| Ability to use information technology including IN Design, contact databases and other software (mostly Microsoft Office) |  |
| Awareness and sensitivity to the political and cultural environment within which the organisation is operating |  |
| Experience of organising events |  |
| Ensure good equal opportunities, health and safety practice and safeguarding measures are instilled in all activities. |  |

|  |  |
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| **Core Competences** | Good interpersonal and communications skills including the ability to communicate with community groups, staff, volunteers and the public. |
| Ability to communicate clearly and effectively in both written and verbal representations |
| Ability to work unsupervised and take responsibility |
| Ability to perform accurately under pressure, meet deadlines and make decisions |
| Excellent organisational skills |
| Adaptable and flexible in approach to work |
| You are aware of key issues surrounding Safeguarding and will develop your knowledge further, where required |
| Application to detail and presentation |
| Ability to travel to various sites and locations across Warwickshire and elsewhere as required |
| Flexibility in work commitment and team based approach. Willing to work in evenings and on the weekend, when required |
| Tact and diplomacy when dealing with others and with confidential issues |
|  |
| **Personal characteristics** | A team player with a positive, solution - focused approach |
| Dynamic and proactive |
| Tactful and diplomatic |
| Energetic and enthusiastic |
| Flexible and reliable |
| Integrity and discretion |
| Supports the aims and work of EQuIP |



**Job Application Form**

**Guidance Notes**

This advice is designed to assist you with your application and to explain the process that will be used to select the most suitable applicant for the post.

**Completing the application form**

The decision to invite applicants to attend for an interview is based entirely on what is written on the application form. It is therefore important that you give as much information as you can about yourself and relate this to the job you are applying for.

Equality and Inclusion Partnership aims to be an Equal Opportunities employer and requires the same range of information for all candidates to be submitted on an application form. It is therefore essential that you complete the application form in full, inserting ‘N/A’ where a section is not applicable. You may wish to include supplementary information in the form of a CV but this may not be submitted in place of an application form. Any CV received without a completed application form will be disregarded.

**Addressing the selection criteria**

The person specification states the skills, knowledge and experience we think a candidate must have to do the job and this will be used in determining which candidates are shortlisted. It is important that you address the person specification and show how you are able to satisfy each of the stated criteria. Do not leave out any relevant experience or skills/knowledge gained, whenever or however it was gained – for example, voluntary or unpaid work should be included. Any reasons for gaps in employment should also be included in your application.

In addition to explaining why you think you can do the job you should give your reasons for applying.

**References**

References are requested for shortlisted candidates, so you will need to indicate on your application form if you do not wish referees to be contacted prior to interview. No appointment will be confirmed before receipt of satisfactory references. If you have been employed, one referee should be your present or most recent employer. If you have never worked, or not worked for some time, try to think of someone who is able to say something useful and relevant about you in relation to the post applied for.

**EQuIP is a Disability Confident Employer which means we offer an interview to candidates with disabilities who fulfil the essential criteria. We also ask you to complete a separate Equality Monitoring Form which is considered separately to this application and kept confidential.**

**APPLICATION FORM**

*Please complete this form in* ***black ink*** *or typescript*

**Application for post of: Click or tap here to enter text.**

**Surname:** Click or tap here to enter text.

**First Names**: Click or tap here to enter text.

**Home Address**: Click or tap here to enter text.

**Postcode**: Click or tap here to enter text.

**Phone (Home and Mobile):** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Do you have the right to work in the UK?** Yes [ ]  No [ ]

**NI Number:** Click or tap here to enter text.

**Please note**: Further evidence will be required if you are offered the position at EQuIP.

**Do you hold a current valid UK Driving Licence?**  Yes [ ]  No [ ]

**Do you have access to a vehicle you can use for work?** Yes [ ]  No [ ]

**Do you have insurance to use that vehicle for work?** Yes [ ]  No [ ]

**EMPLOYMENT**

**Present/Previous Employer**: Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Date appointed/Left:** Click or tap here to enter text. **Length of time with employer**: Click or tap here to enter text.

**Salary:** Click or tap here to enter text.

**Main duties/responsibilities:** Click or tap here to enter text.

**Reason for Leaving:** Click or tap here to enter text.

**PREVIOUS EMPLOYMENT (most recent first, please include any voluntary and paid posts and explain any gaps)**

| **Employer**  | **Post title and main responsibilities**  | **Salary** | **Dates from/to**  |
| --- | --- | --- | --- |
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**EDUCATION AND TRAINING**

Please give details of any recognised qualifications and the institution/s you attended:

Click or tap here to enter text.

**OTHER TRAINING**

Please give details of any other training relevant to this post:

Click or tap here to enter text.

**Do you consider yourself to have a disability?** Yes [ ]  No [ ]

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process:

Click or tap here to enter text.

**PERSONAL STATEMENT**

**Please tell us why you applied for this job and why you think you are the best person for the job?**

Click or tap here to enter text.

**Please tell us about your qualifications, experience and personal attributes in meeting the essential criteria in the Person Specification?**

Click or tap here to enter text.

**REFERENCES**

Please give below the names and address of TWO references who have known you for a minimum of 6 months, one of whom should be your current or most recent employer. **Please note references will be taken up before an offer of employment is made.**

1. **Name:** Click or tap here to enter text.

**Position:** Click or tap here to enter text.

**Organisation:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Telephone No:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**In what capacity does this person know you?** Current employer [ ]

Previous employer: [ ] Personal character reference [ ]

**How long have they known you for?** Click or tap here to enter text.

1. **Name:** Click or tap here to enter text.

**Position:** Click or tap here to enter text.

**Organisation:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Telephone No:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**In what capacity does this person know you?** Current employer [ ]

Previous employer: [ ] Personal character reference [ ]

**How long have they known you for?** Click or tap here to enter text.

**Declaration of Criminal Records**

Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes [ ]  No [ ]

If you have answered yes, please provide details below.

**Please note that an Enhanced DBS check will be carried out before commencement of any employment and a declaration of a criminal record will not necessarily prevent you from being offered this role.**

Please declare any relationship (family or otherwise) that you have with any officer, including Board members, of EQuIP? Click or tap here to enter text.

**Please read and sign the Declaration below:**

I confirm that to the best of my knowledge, the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at EQuIP.

In accordance with the General Data Protection Regulations (GDPR) I consent to the Equality and Inclusion Partnership (EQuIP) processing personal data contained in this application form and other data which EQuIP may obtain from me, other people or third parties such as employment agencies, former employers when gathering references. I also consent to the processing of personal data in connection with Equal Opportunities Monitoring and to determine reasonable adjustments including sensitive data such as age, race or ethnic origin, physical or mental health, sexual life. \*

**Signed:** Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Deadline for all applications is Friday 26th February 2021 at 12 noon**

Please email this completed form (marked Private and Confidential) to:

Claire Edwards

Officer Manager

claire@equipequality.org.uk

*\* Please note our Privacy Notice is available here:* [*https://www.equipequality.org.uk/privacy-policy.pdf*](https://www.equipequality.org.uk/privacy-policy.pdf)

**Equality and diversity monitoring form**

**EQuIP** wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary. The information you provide will stay confidential, be stored securely with access limited to only staff dealing with Human Resources. We comply with stringent GDPR principles. See our Privacy Policy for more details.

Please return the completed form marked ‘Strictly Confidential’ to claire@equipequality.org.uk

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say  If you prefer to use your own term, please specify here …………………….

 **Are you married or in a civil partnership?** Yes  No  Prefer not to say 

 **Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual 

Prefer not to say  If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say 

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say  If other, please write in:

 **Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over)  Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 