



## Job Description

<b>Post Title:</b>	Projects Officer
<b>Hours:</b>	37.5 hours per week. Fixed term contract for 6 months with the view to extending further
<b>Salary:</b>	£24,027 per annum
<b>Responsible to:</b>	Business Manager
<b>Office base:</b>	Rugby (but working across all parts of Warwickshire).
<b>Responsible for:</b>	Any volunteers linked to allocated projects

### About EQulP:

EQulP is a dynamic and impactful equality charity based in the Warwickshire, dedicated to advancing equal opportunities, promoting diversity, and combating discrimination. With a strong commitment to creating positive societal change, we work collaboratively with communities, stakeholders, and partners to address the challenges faced by diverse, underrepresented groups.

### Job Overview:

The Equality and Inclusion Partnership (EQulP) is seeking a passionate, committed and experienced Projects Officer to join our team. This role will involve supporting the organisation in its work to promote equality, diversity and inclusion across Warwickshire. The successful candidate will be instrumental in ensuring the effective analysis and reporting of data related to community needs and inequalities, assisting with funding applications and driving forward key research projects that inform the development and delivery of EQulP's strategy.

### Key Responsibilities:

#### 1. Data Analysis & Reporting

- Collect, analyse and interpret a wide range of data from internal and external sources to identify key trends in equality related issues and gaps in community service provision and support.



- Produce detailed reports that highlight findings and make recommendations to inform EQulP's strategic initiatives and policy development.
- Support the development and implementation of internal data collection processes to ensure consistency and accuracy.
- Provide data-driven insights that assist in the monitoring of community engagement and the impact of EQulP's activities.
- To support the development of local monitoring systems to create a clear picture of the numbers and types of issues dealt with by EQulP and the beneficiaries of EQulP services.

## **2. Funding Applications & Research**

- Assist in the identification of funding opportunities that align with EQulP's strategic goals.
- Provide research support for funding applications, ensuring submissions are evidence-based and align with best practices in equality, diversity and inclusion.
- Collaborate with colleagues to ensure that applications are robust, well-written and submitted on time.
- To identify and apply for opportunities for EQulP that will ensure the sustainability of the current post and other EQulP activities, beyond the prescribed time frame.

## **3. Community Mapping & Needs Assessment**

- Lead the mapping of community needs and information across Warwickshire, identifying areas of inequality and underrepresented groups.
- To identify equality issues of individuals and support needs of local community groups.
- Use qualitative and quantitative data to produce comprehensive community profiles that inform service planning and delivery.
- Work closely with stakeholders, including local authorities, voluntary sector organisations and community groups, to gather relevant data.

## **4. Internal Support & Continuous Improvement**

- Support internal data collection activities, ensuring systems are in place for accurate and timely reporting of Key Performance Indicators (KPIs).
- Work with the Chief Executive and Business Manager to continuously improve internal processes for data management, monitoring and evaluation.
- Provide support with the ongoing review and enhancement of the Equality and Inclusion Partnership's monitoring and reporting frameworks.



## 5. Community Engagement & Liaison

- 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.
- Act as a point of contact for internal and external stakeholders regarding data-related queries and community insights.
- Ensure that community voices and experiences are reflected in data collection, analysis and reporting processes.
- Represent EQulP in meetings and forums, providing expert input on community needs, equality issues and data-driven findings.

## General

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



## Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

### Assessed By:

<b>Education/Qualifications:</b> <ul style="list-style-type: none"> <li>A degree/equivalent qualification and/or experience in a relevant field such as social sciences, community development, equality and diversity, or a related discipline.</li> </ul>	<b>A</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>Experience in data analysis, including the use of statistical software and data visualisation tools.</li> <li>Demonstrated experience supporting funding applications and researching opportunities within the charity/public sector.</li> <li>A proven track record of mapping community needs and producing insightful reports to inform strategy.</li> <li>Experience in the development of internal data collection systems and monitoring processes.</li> <li>Strong communication and interpersonal skills, with the ability to engage effectively with a range of stakeholders.</li> <li>Excellent organisational and project management skills, with the ability to manage multiple tasks and meet deadlines.</li> <li>Knowledge of monitoring and evaluation frameworks in the context of social impact.</li> <li>Experience in coordinating and delivering projects focused on equality, community development, or related areas.</li> </ul>	<b>A, I</b>
<b>Knowledge:</b> <ul style="list-style-type: none"> <li>A good understanding of equality legislation, policies, and best practices.</li> <li>Knowledge of issues affecting diverse communities and the ability to apply this knowledge to address their needs.</li> </ul>	<b>A,I</b>
<b>Commitment to Equality and Diversity:</b> <ul style="list-style-type: none"> <li>A commitment to promoting equality, diversity, and inclusion in all</li> </ul>	<b>A,P,I</b>



aspects of work. <ul style="list-style-type: none"> <li>• Sensitivity to the needs of diverse communities and a proactive approach to addressing their concerns.</li> </ul>	
<b>Networking and Relationship Building:</b> <ul style="list-style-type: none"> <li>• Proven ability to develop and maintain effective relationships with community groups, public agencies, and other stakeholders.</li> </ul>	<b>A,P,I</b>
<b>Communications:</b> <ul style="list-style-type: none"> <li>• Excellent written and oral communication and presentation skills</li> <li>• Competent ICT skills, especially Word and Excel</li> </ul>	<b>A,I</b>
Ability to work independently and as part of a team	<b>A,P,I</b>
Flexibility to adapt to changing workload demands and respond to new challenges	<b>A,I</b>
Able to demonstrate a commitment to actively promoting Safeguarding policies and procedures	<b>A,I</b>
Ability to travel effectively within Warwickshire	<b>A,I</b>
Ability to work outside of normal working hours, as and when required. This may include working evenings and on weekends.	<b>A,I</b>

#### Desirable Criteria

#### Assessed By:

Proficiency in a second language	<b>A</b>
Experience in identifying and applying for funding opportunities to support equality initiatives.	<b>A,I</b>
<b>Understanding of Local Context:</b> <ul style="list-style-type: none"> <li>• Knowledge of the social, economic, and political landscape of Warwickshire or similar regions.</li> </ul>	<b>A,I</b>

#### How to Apply:

#### Ready to Make a Difference?

Submit your cover letter, outlining your suitability for the role and how you meet the criteria in the job description, along with your CV to [claire@equipequality.org.uk](mailto:claire@equipequality.org.uk) by **4<sup>th</sup> August 2025**.

Please include "Projects Officer Application" in the subject line. Shortlisted candidates will be contacted for interviews commencing the week of 11<sup>th</sup> August 2024.

EQUIP is an equal opportunity employer, encouraging applications from candidates of all backgrounds and experiences.



Visit our website, <https://www.equipquality.org.uk/news-and-events/> or scan our QR code for more information on this role.



**Join us in making a positive impact on the lives of  
diverse communities in Warwickshire!**