Role Profile

Job Title  Diversity Coordinator
Salary  Circa £28,000 per annum (12 month fixed-term contract)

About the role

Reporting to our Head of People and Values this role will coordinate the work of the Diversity Forum which Social Investment Business currently hosts. The role will play an important part in building on the foundations and achievements of the Forum to date to enable it to progress further. It will also help maintain and expand on a Champions Network of committed organisations who have signed up to the Diversity Manifesto, a manifesto which aims to improve equality, diversity and inclusion within the Social Investment sector.

We are looking for someone who is a self-starter and who has a keen interest in raising awareness of equality, diversity and inclusion.

Key responsibilities

1. The administration and organisation of all Forum and Diversity Champion’s Network meetings.

2. To establish and run communications, including updating the website, social media etc.

3. To support the Forum Steering Group to pursue pledges and commitment to the Diversity Manifesto from other organisations.

4. To collaborate with other diversity projects in the social sector, especially those funded by the Connect Fund

5. To ensure that knowledge on equality, diversity and inclusion developments is up-to-date.

6. To work with the Forum Steering Group in order to develop new projects, for example training, research etc.
7. To be a part of an internal Diversity and Inclusion working group at SIB and to support the People & Values team in recording, monitoring and reporting equality, diversity and inclusion statistics and information.

8. To work within the organisation's processes and procedures required to contribute to the effectiveness of the quality management system.

9. In agreement with line manager to undertake other tasks that support the Diversity Forum and Social Investment Business' objectives as required.

Core competencies

- Excellent communication and interpersonal skills, with the ability to communicate effectively with a wide range of internal and external stakeholders.
- Excellent organisational, planning, time management skills; ability to self-manage, work under pressure, be action-focused and work to tight deadlines.
- Personal commitment to equality, diversity and inclusion
- Ability to maintain up-to-date clear files and records.
- Ability to produce accurate concise meeting notes and actions.
- Strong attention to detail, ensuring high quality outputs.

Desirable competencies

The following skills are desirable but not a requirement for this role and therefore will not impact on interview process.

- Understanding of the social investment sector.
- Experience of using information gathered to improve internal processes and systems.
About SIB and the Diversity Forum

Social Investment Business provides loans, grants and support to charities and social enterprises to help them improve people’s lives.

We have helped hundreds of organisations become more resilient and sustainable so that they can grow and increase their impact. We were one of the UK’s first social investors and since 2002 have provided over £400 million of loans and grants to charities and social enterprises.

Social Investment Business is a values-led organisation and as such we expect all colleagues to live by the values which underpin what we do and how we do it.

Our values are:

- Put People First
- Be Curious
- Be Bold
- Be Collaborative
- Be Accountable

The Diversity Forum for Social Investment was created in early 2018 with anchor funding from Connect Fund, aiming to improve diversity among social investors in the UK. The Forum is comprised primarily of three sector-wide initiatives:

- The Diversity Working Group – Providing leadership to the social investment sector on diversity and inclusion issues.
- Diversity Champions - A peer-network for committed championing diversity within their organizations.
- The Diversity Training Group – Providing support for HR professionals in the social investment sector through training and other activities.

The Forum is co-chaired by Gemma Rocyn-Jones (Head of Financial Resilience, The National Lottery Community Fund) and Danyal Sattar (CEO, Big Issue Invest). It was co-founded by Bonnie Chiu (The Social Investment Consultancy) and Stephen Bediako (The Social Innovation Partnership).
Reward package

In addition to salary, SIB offer a generous rewards package which includes:

- **Annual leave of 25 days per year** plus bank holidays
- **Birthday leave**
- **Group life assurance** – Death in service scheme which pays three times annual salary
- **Employee assistance programme** – confidential counselling and information services
- **Perkbox** – free access to over 200 exclusive perks
- **Wellbeing benefit**
- **Access to training, personal and professional development**
- **Cycle scheme**
- **Volunteering and visits** – the opportunity to volunteer at or visit one of the many charities and social enterprises we support.
- **Enhanced Family Friendly benefits**
- **Flexible working**

How to apply

Please send a **supporting statement** and **CV** to currentvacancies@sibgroup.org.uk outlining your own skills, experience and qualities and matching them to our key responsibilities, core competencies and values.

Your application should also include a completed **equality and diversity monitoring form** which can be downloaded from the website.

The talent we are looking for does not discriminate, so neither do we: we believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or socio-economic background.

**Closing date: 25 October 2019**

Interviews: TBC