**JOB DESCRIPTION**

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| Job Title: | Diversity & Inclusion Officer |
| Employer: | Age Scotland |
| Division: | Community Services |
| Team: | Community Services |
| Geographical Focus: | Scotland - national |
| Location: | Scotland based: Edinburgh (Causewayside House) and home working (blended working) |
| Hours: | Full-time 35 hours per week |
| Salary: | £29,000 - £31,000 pa |
| Contract: | 3-year fixed term contract |
| Line Manager: | Diversity & Inclusion Manager |
| Job Purpose: | Work closely with the Diversity and Inclusion Manager to deliver a three-year funded project that will support improvements in diversity and inclusion at Age Scotland.  Bring the expertise and learning from this project to support the ongoing development of Age Scotland’s Equality, Diversity and Inclusion (EDI) strategy.  Promote good relations and practices relating to equality and diversity with a specific focus on LGBTQ+ older people. |
| Main Deliverables: | * Raise the profile of EDI internally and work closely with Age Scotland teams across the organisation to develop a robust EDI strategy and support best practice. * Act as an advocate for and presenting the needs of LGBTQ+ older people in Scotland. * Advise on the effects of discrimination on LGBTQ+ older people specifically across the protected characteristics of age, disability, gender, race and religion. * Maintain records and information systems. * Raise awareness of equality issues and promote change. * Prepare publicity and information material. * Research and record cases and develop good practices in meeting the needs of LGBTQ+ older people. * Build productive relationships with LGBTQ+ older people’s groups, forums and communities across Scotland. * Build strong collaborative relationships with colleagues and partner organisations. * Support Age Scotland in diversifying its membership of older people’s groups. * Research, apply and promote diversity initiatives and share best practice. * Provide advice, guidance and support on equality and diversity issues. * Assess community needs and promote community cohesion. * Promote changes within the organisation and the wider community. * Deal with conflict within the community or the workplace.   The work may involve dealing with conflict and controversial or culturally and politically sensitive issues, which can sometimes be stressful. |

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| Experience | Experience of building relationships with key stakeholders and decision makers  Developing, implementing and monitoring EDI strategy, policy and practice in an organisation | Experience in evaluation and monitoring  Experience working for a third sector organisation |
| Knowledge / Skills | Knowledge and understanding of equality legislation and its implementation  A good understanding of the effects of discrimination  Good working knowledge of Microsoft Office (Word, Excel, Outlook, Power Point), email, the internet  Ability to interact and relate to people at all levels and from a range of backgrounds  Ability to build the trust of community groups.  Excellent written and oral communication skills  Conflict-resolution skills  Good organisational skills and ability to prioritise work to meet deadlines  Self-motivation and an ability to use initiative.  Flexible with the ability to adapt to meet changing requirements  Ability to work in partnership with a wide range of stakeholders | Experience of using Charity Log (or similar) database.  Presentation and training skills  Project management skills |
| Additional Requirements | An understanding of and commitment to equal opportunities  Commitment to promoting equality, diversity, and inclusion  Cultural sensitivity  Commitment to working alongside and supporting volunteers  Willingness to work from the Edinburgh office when required  Flexibility, integrity and an understanding of confidentiality  Commitment to the aims and vision of Age Scotland and the ability to demonstrate those values in your work  The role may from time to time require travel throughout Scotland and the wider-UK, involving possible overnight stays  Employees are expected to undertake any and all other reasonable and related tasks allocated by their Line Manager |  |