**JOB DESCRIPTION**

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| Job Title: | Diversity & Inclusion Officer |
| Employer: | Age Scotland |
| Division: | Community Services |
| Team: | Diversity & Inclusion Team |
| 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: | Fixed Term Until 08/11/2024 |
| 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.  Support the project to build and maintain relationships with the LGBTQ+ community, key individuals, Prides and partner organisations.  Support the development of the Scottish LGBTQ+ Older People’s network ensuring inclusion and engagement from the LGBTQ+ community.  Contribute to identifying and developing opportunities for bringing about change through campaigning and influencing activities. |
| Main Deliverables: | * Raise the profile of Diversity & Inclusion internally and work closely with the D&I Manager and Age Scotland teams across the organisation to deliver the objectives of D&I strategy and develop best practice. * Build productive relationships with LGBTQ+ older people’s groups, forums and communities across Scotland. * Facilitate and support the development of the Scottish LGBTQ+ older people’s network. * Act as an advocate and advise on the effects of discrimination on LGBTQ+ older people. * Maintain database records and information systems. * Prepare written reports including evaluation reports for Scottish Government funding. * Prepare publicity and information material including content for multi-media platforms * Research and record cases and develop good practices in meeting the needs of LGBTQ+ older people. * 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 diversity and inclusion issues. * Ability to deal 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 working in co-production with marginalised groups.  Substantial experience of partnership building and managing relationships.  Experience of supporting people to turn lived experience into meaningful change.  Experience of early project development.  Experience of project evaluation and report writing. | Experience working for a third sector organisation  Experience of implementing, evaluating and monitoring D&I strategy, policy and practice in an organisation |
| Knowledge / Skills | Knowledge and understanding of equality legislation and its implementation  Strong understanding and knowledge of current social and political issues impacting LGBTQ+ older people.  Ability to work in partnership with a wide range of stakeholders and relate to people at all levels and from a range of backgrounds  Self-motivated and an ability to be creative  Excellent written and oral communication skills  Conflict-resolution skills  Good organisational skills and ability to prioritise work to meet deadlines  Good working knowledge of Microsoft Office (Word, Excel, Outlook, Power Point, Teams), the internet  Flexible with the ability to adapt to meet changing requirements | Experience of using Charity Log (or similar) database.  Presentation and training skills  Project management skills with understanding of project development stages |
| Additional Requirements | An understanding of and commitment to equal opportunities  Commitment to promoting diversity and inclusion  Cultural sensitivity  Commitment to working alongside and supporting volunteers  Integrity and an understanding of confidentiality  Commitment to the aims and vision of Age Scotland and the ability to demonstrate our values (Empowering, Inspiring, Inclusive & Integrity) in your work  Willingness to work from the Edinburgh office when required (NB, travel costs from home to the office will not be reimbursed by Age Scotland)  Employees enrolled in Multi-Factor Authentication (MFA or 2FA) will be expected to install and maintain the Watchguard app on either their personal or work mobile device.  Employees are expected to have a suitable home work space with a good broadband connection for occasional home working.  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 |  |