**Job Title:** Equality, Diversity and Inclusion Coordinator

**Department:** Human Resources/Organisational Development and Diversity

**Job type:** Professional Services

**Grade:** 6

**Accountable to:** Equality, Diversity and Inclusion Manager

**Accountable for:** n/a

**Purpose of the Post**

To assist with the delivery of projects and initiatives to support the College in delivering on its equality objectives. The post holder will work across a range of equality strands, including gender identity, race, religion, disability and sexual orientation, and contribute towards supporting the College's commitment to promoting equality, diversity and inclusion.

The role requires proactive cross-institutional engagement, including working on projects with staff in both academic schools and professional services, and also with students.

**Key Tasks**

**EDI projects and initiatives**

- To support the College to progress EDI work, including preparing for institutional accreditation scheme submissions such as the institutional Athena Swan submission, the Race Equality Charter, Stonewall Workplace Equality Index applications and the Disability Confident Scheme. Support will predominantly be through coordinating meetings, leading on data analysis, designing and disseminating surveys, setting up focus groups and reviewing application sections.
- To assist departments and schools across the College in planning and developing applications for Athena Swan submissions.
- To work with departments and schools to enable sharing of good practice and ensure that departments and schools are provided with up-to-date information relating to the Athena Swan Charter, including submission deadlines and new resources available.
- To assist the College, schools and departments with interim assessments of progress of equality action plans and equality objectives.
- To support the College in its plans to strengthen EDI infrastructures within academic schools and professional services.
Data and analysis

- To work with relevant services in the College to access and produce staff and student data reports to support EDI projects across the College.
- To contribute towards the writing of reports including analysing relevant data sets, identifying trends and patterns and producing appropriate graphs and tables.

EDI communications and awareness

- To work collaboratively with EDI School Directors, staff networks and the Internal Communications team to organise, promote and deliver EDI events and celebrations (e.g. Black History Month, Pride Month and International Women’s Day) through liaising with speakers, booking venues and catering, preparing marketing materials, writing up post-event news items for the intranet and ensuring effective evaluation of impact post-event if appropriate.
- To work with the Internal Communications team to ensure EDI activity and progress is communicated to the College Community, including helping to draft EDI news and information items under the supervision of the EDI Manager.
- To maintain and further develop the EDI webpages (internal and external) ensuring information is up-to-date.
- To build relations with stakeholders across the College including the Students’ Union.

Administration

- To process the day to day financial transactions of the EDI budget, including setting up new suppliers, producing purchase orders, goods receipting and ensuring that suppliers are paid in a timely manner.
- To assist in organising and contribute to servicing College-level EDI group meetings, including the strategy working groups and equality groups.

Other duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: The HR Systems team and HR Operations team within HR, Strategic Planning, the Careers and Employability Service; Centre for the Development of Academic Skills (CeDAS), Student Advisory and Wellbeing, Internal Communications; academic and professional services departments; the Students’ Union, HESA, Stonewall and Advance HE.