

Job Description

Job Title:	Training Programme Equality, Diversity, and Inclusion Coordinator
Department:	Doctoral School, Student Administration
Job type:	Professional Services
Grade:	6
Accountable to:	Associate Pro-Vice-Chancellor (PGR)
Accountable for:	Not applicable
Purpose of the Post	
Student Administration is responsible for delivering the core administrative functions involved in the student lifecycle, from Enrolment to Graduation. The department is focused on delivering an excellent student experience by developing and delivering effective and efficient processes to support postgraduate research students through their journey at the University. The Department is composed of Student Administration Operations, the Student Services Centre, the Doctoral School, Academic Investigations and the Faculty Administrative Teams. The Doctoral School at Royal Holloway provides a single professional service to support the research students' journey from application through to award and to facilitate the creation of a cohesive research student community. It is organised into three main streams: • Research degree recruitment and funding, including doctoral training programmes • Researcher training, development, and community • Research student administration Aligning to the Royal Holloway Fairness and Inclusion Framework, we are committed to establishing designing and delivering programmes with equity, accessibility, and inclusion embedded through the entire doctoral journey, from widening access to recruitment through to completion. We have had a number of successful externally funded doctoral training programme bids, including leading the new AHRC Doctoral Landscape (DLA) South Hub, new BBSRC BioEng4GBP Doctoral Focal Award, and a new Leverhulme Doctoral programme, and are awaiting outcomes on other bids. The role holder will support the design, development, and delivery of initiatives and objectives across our doctoral training programmes that instill a positive research culture and inclusion. They will work to develop, evaluate, deliver, and support wider EDI initiatives within the Doctoral School, and be a part of the Doctoral School Committee. Further, they will be a member of the Doctoral School Review group as we review our remit and provision, establishing a Doctoral School prepared for the 2030s, addressing PGRs, institutional, and sector needs. This role requires proactive cross-institutional engagement, including working on projects with academic staff and professional service.	

Key Tasks

To support the delivery of key EDI activities. This will include, but is not limited to:

- Working with our funded programme directors and partners (e.g., AHRC DLA South Hub, BBSRC BioEng4GBP DFA) supporting the funded training programmes in developing and archiving materials, training, and processes that establish EDI infrastructure.
- Working under the supervision of the Associate Pro-Vice-Chancellor (PGR) to draw on relevant external and internal data and reports to develop new EDI initiatives and draft EDI news and information items.
- Be an active participant in doctoral Committees by attending meetings and working to progress strategic goals between meetings.
- Reviewing web documentation accessibility and inclusive language; collating and uploading online EDI materials.
- Support to establish, monitor, and evaluate the impact of the EDI initiatives for postgraduate research students.
- Support funder and other reporting requirements, ensuring adequate records are maintained.
- Working with the Doctoral School team, and funded programmes teams to deliver EDI-focused events and activities, and support EDI planning for the events.
- Delivering excellent customer service to postgraduate research students, supervisors, and stakeholders.

Our Values

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Doctoral School. The post holder will be expected to undertake other duties as appropriate and as requested by the APVC (PGR).

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

Person Specification

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Criteria	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Educated to Degree level or equivalent professional experience.	X	
CIPD certificate or equivalent training in equality and diversity.		X
Knowledge and understanding of EDI, and its practical application within the HE sector or other public sector organisations.	X	
Good working knowledge of EDI legislation and its application.	X	
Skills and Abilities		
Good working knowledge of Microsoft Office packages.	X	
Good writing and oral communication skills with ability to adjust to the needs of different audiences.	X	
Excellent organisational skills and proven ability to prioritise conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy.	X	
Flexibility and proven ability to respond effectively to changing requirements.	X	
Experience		
Experience of involvement in projects or interventions to address inequality.	X	
Experience of working in the area of equality and diversity in the HE sector or other complex organisation.		X
Experience of working collaboratively with staff at different levels.	X	
Experience of working with sensitive and confidential data and a good working knowledge of GDPR requirements.	X	
Experience organising and delivering training events.	X	
Other requirements		
Good understanding of the importance of listening to - and learning about - different experiences and perspectives.	X	
Committed to personal and professional development.	X	