



JOB DESCRIPTION	
Job Title	Diversity, Equity, and Inclusion Support Officer
Department	The Office of Diversity, Equity, and Inclusion
Grade	C
Location	Guildhall School of Music & Drama
Responsible to	Head of Diversity, Equity, and Inclusion
Responsible for	N/a

Purpose of Post

The Diversity, Equity, and Inclusion (DEI) Support Officer will be the main point of contact for the Office of Diversity, Equity and Inclusion (DEI) providing professional advice, guidance and support to a range of stakeholders (including staff, managers and students) across the School.

The postholder will support the team with a range of DEI projects, carrying out research to inform policy and practice, supporting the delivery of the Diversity Calendar of Events and help to develop EDI guidance and training materials. They will also be responsible for core administrative support (including some financial administration and managing our team email inbox), coordination of key meetings, actions and supporting the delivery of a range of DEI projects.

A key focus for the postholder will be to update and maintain the teams' communications and engagement platforms including internal and external web pages, staff / student newsletters and utilising the social media channels to engage with our stakeholders.

Main Duties & Responsibilities

- 1.** Be the main point of contact for general internal queries relating to DEI, redirecting staff/students as necessary to the relevant information / contact.
- 2.** Support the development of a calendar of diversity events throughout the year, e.g. Black History Month, LGBT History Month, Interfaith Week etc.
- 3.** Support the administrative aspects of the elections and the development of our Staff Diversity Networks
- 4.** Support the development of groups / networks such as the Dignity and Respect Advisors and LGBTQ+ Allies Network etc.
- 5.** Ensure information relating to DEI is updated regularly on the internal intranet, internet and internal newsletters, as directed by the Head of DEI.
- 6.** Gather information and evidence for reports and presentations relating to the DEI strategy and the sharing of best practice.
- 7.** Produce documents/reports, including PowerPoint Presentations and Excel Spreadsheets for tracking projects and budgets.
- 8.** Provide project administration to DEI Working Groups.
- 9.** Undertake desk research as instructed by the Head of DEI, relating to DEI and the Arts / Higher Education sectors.
- 10.** Coordinate all DEI Committee Meetings, including scheduling meetings, collating agenda items, writing formal minutes and all other related communication / support to the Committee Members.
- 11.** Scheduling / minuting meetings for the Head of DEI and wider team, booking meeting rooms where necessary.
- 12.** Support the Head of DEI, including diary management, processing expenses, arranging travel and other admin support.
- 13.** Maintain good relationship with colleagues across the School and wider City of London Corporation.
- 14.** Maintain financial documentation, including raising purchase orders, processing invoices, and liaising with suppliers.
- 15.** Maintain a file system on the relevant platforms, ensuring all DEI documentation is filed correctly in secure and accessible locations.
- 16.** To undertake any other duties that may reasonably be requested appropriate to the grade.



PERSON SPECIFICATION	
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Grade	C
Trent Position Number	

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Intermediate ability and knowledge using Microsoft Office, including Word, Excel, Outlook, and PowerPoint (A)
- Shows initiative and enjoys problem solving (A), (I)
- Confidence dealing with senior leaders (internal and external) (A), (I)
- Experience of learning new systems and processes (A), (I)
- Approachable, resilient and friendly (I)
- Ability to work as a member of a team (I)

Experience Required

- Experience of providing admin support (A), (I)
- Experience of diary management, including travel arrangements for national and international travel (A), (I)
- Experience of working with and supporting Boards/committees - understanding the complex protocols involved and providing professional administrative support including set up, planning, preparing agendas/papers etc (A), (I)
- Ability to take accurate notes/minute large- or small-scale meetings (A)
- Ability to implement, improve, and maintain office systems.

- Ability to manage departmental expenditure including administering budgets and procurement processes (A), (I)
- A proven self-starter with the ability to work autonomously and independently, with the initiative to make decisions and problem solve as necessary (A), (I)
- Strong organisational skills with a proven ability to prioritise and meet tight deadlines effectively (A), (I)
- Ability to communicate (verbally and in writing) effectively with a range of stakeholders
- and have presentation skills (A), (I)
- Excellent interpersonal skills with the ability to mix with internal and external stakeholders at all levels and of all experience, and to be able to handle issues with tact, discretion, sensitivity and diplomacy in a confidential environment (A),(I)
- Excellent project management skills supporting teams delivering complex work at a large scale (A),(I)
- The ability to gather information, best practice and data, and distil into succinct packages – ideally with reflections or recommendations (A),(I)
- Experience of treating information sensitively and confidentially
- High standards of accuracy and attention to detail (A), (I)
- A passion for DEI and social justice and a keen interest in working in the arts (A), (I)
- A strong commitment to our Purpose and Values (A), (I)

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £35,740 - £39,540 including Inner London Weighting per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

This position is offered on a permanent basis.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out.

You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave, and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month's notice in writing by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims, to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.