



Sefton CVS

Supporting Local Communities

JOB DESCRIPTION

Job Title:	Community Cohesion and Inclusion Lead
Salary:	£35,000-£38,000 per annum
Location:	Sefton CVS, Burlington House, Waterloo
Hours:	Full Time
Accountable to:	Chief Executive

Job Purpose

To provide strategic leadership to drive forward Sefton CVS's Equality, Diversity and Inclusion Policy and programmes of work to ensure we remain accessible to all. The role covers promoting Community Cohesion, Anti-Racism and Inclusive Communities both within Sefton CVS and the wider Voluntary, Community and Faith Sectors in Sefton and with a specific focus in supporting actions in response to the Southport Recovery Programme.

The postholder will work collaboratively to drive forward the development of a Community Cohesion Strategy, underpinned by the sectors Anti-Racism Pledge and the City Regions Anti-Racism Hub. With direct responsibility for leading the Black and Ethnic Minority Network Equal Voice, and working with the Southport VCFS Recovery Group, the postholder will work collaboratively with Sefton Council and other key partners to achieve positive inclusive outcomes for the diverse communities of Sefton.

Main Duties & Responsibilities

1. To drive forward Sefton CVS's Equality, Diversity and Inclusion Policy ensuring that the principles, monitoring, and impact assessing of equality are embedded and continuously reviewed across all areas of our service delivery.
2. To act as an adviser to the voluntary, community and faith sector on Equality, Diversity, Inclusion, Community Cohesion, Anti-Racism and Inclusion and



take forward actions and a programme of work aligned to the sector's anti-Racism pledge.

3. To be responsible for the leadership and development of the Black and Ethnic Minority Network, Equal Voice, ensuring that residents from diverse backgrounds and communities have their voices and experiences heard through the Equal Voice network and other forums and partnerships.
4. To lead and develop Southport VCFS Recovery Group community inclusion and cohesion work, and provide support to the Chief Executive in leading the Southport Recovery Executive Group.
5. To be responsible for the delivery of the VCFS Southport Recovery Plan in partnership with members of the group.
6. To work collaboratively with colleagues across Sefton CVS, and externally with partners including Sefton Council's Equality, Diversity and Inclusion Office, the Liverpool City Region Race Equality Unit and other key strategic partners to deliver Community Cohesion and Inclusion interventions in the borough.
7. To be the Sefton CVS's and the voluntary sector lead on Hate Crime and Prevent, working in partnership with Sefton MBC and the Sefton Safer Together Partnership, Community Impact and Cohesion Cell including the monitoring of tensions within and across communities.
8. Work in partnership with the Black and Minority Ethnic Community Development Service lead within Sefton CVS to raise awareness of the specific needs and barriers faced by diverse communities in accessing services.
9. To work in partnership with the Council and other partners in the promotion of Community Cohesion and Inclusion and develop and provide access to training and learning opportunities to promote across the VCF sector.
10. To provide policy briefings, updates, facilitate communities of practice and provide access to EDI tools and promote best practice across the VCF sector
11. To support the development of a programme of events that celebrate Diversity and Inclusion in the promotion of community cohesion
12. To attend a range of strategic and partnership meetings and working groups as directed by the Chief executive.
13. To undertake research and work collaboratively regionally and nationally to enable Sefton CVS and the wider Voluntary, Community and Faith sector to learn from Best Practice.



14. To support and lead Sefton CVS's Equality, Diversity and Inclusion impact monitoring across services and
15. To produce reports, case studies, action plans and performance information as and when required.
16. Undertake professional development to ensure that skills and knowledge are up to date and developed appropriately.
17. Ensure personal compliance with all CVS policies and procedures including; Safeguarding Children, Young People and Vulnerable Adults, Information Governance and Data Protection etc.
18. Undertake other duties as may be reasonably required within the general terms of the job description.

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service enhanced check before appointment is confirmed.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual and/or the organisation facing court proceedings.



Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common-sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

Equality and Diversity

Sefton CVS operates an equality and diversity policy and is committed to a programme of action to make this policy effective.

Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.



Navajo Charter Mark (LGBTQIA+)

Sefton CVS is committed to being an LGBTQIA+ friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTQIA+ people within our communities.

Sefton CVS actively welcome people from LGBTQIA+ communities to apply for our job vacancies.



Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.



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PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

Specific Requirements to this Post

- Experience of the leadership and management of Equality, Diversity and Inclusion Policy and Strategy
- Value and be committed to promoting Equality, Diversity and Inclusion and the importance of meeting the needs of underrepresented groups in our communities
- Experience of building trusting relationships within and between people and communities to achieve positive outcomes that resolve conflict and promote community cohesion and inclusion
- Evidence of a track record, or can demonstrate the ability of, working with Black and Minority Ethnic Communities to promote community cohesion and inclusion
- Ability to translate strategy into operational practice, work independently, be well organised in the management and reporting of information
- Excellent communication and interpersonal skills, with the ability to engage, influence and inspire at all levels, across partner agencies and communities
- Be able to understand data and communicate insight in understandable ways to wide ranging audiences and the Senior Management Team

Desirable Requirements to this Post

- Experience of working in the Voluntary Community and Faith sector
- Good knowledge of different cultures, identities and lived experiences.
- Skills in mediation and resolving disputes to promote harmony
- Awareness of EDI related laws and frameworks
- Experience of interpreting demographics and inclusion related data to inform strategies.
- Capacity to drive change and gain stakeholder buy in.
- Previous experience of project management, organising and implementing initiatives effectively.
- Ability to educate others on EDI principles and best practices.



Common Requirements for all Sefton CVS posts

Communication Skills

- To effectively communicate with different groups and individuals in various situations.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

Information & Communication Technology

- IT literate; to be able to use Microsoft Office software such as Outlook, Word and Excel effectively.

Equal Opportunities

- To be committed to and understand equality and diversity practice and implementation in the workplace.

Voluntary Sector

- To have an understanding of the ethos, values and operating environment of voluntary, community and faith sector organisations.
- To have experience, either paid or unpaid, of working in the voluntary, community and faith sector.