



JOB DESCRIPTION	
JOB TITLE	EDI Co-ordinator
PAY/GRADE	Point 24, £25,934
HOURS	37 per week, 5 days per week (Adaptable and available to work such hours as reasonably necessary for the proper performance of duties.) This is a 12 months fixed term contract.
REPORTS TO	Vice Principal, Student & Staff Experience
LOCATION	Peterborough College
JOB PURPOSE	
<p>An exciting and challenging opportunity has arisen to join our College Group to lead, develop and implement a regional EDI strategy. The postholder will work across College and Community Groups in the north of Cambridgeshire to promote an equality, diversity and inclusion (EDI) agenda for the area. Working with Colleges and training providers across the region the postholder will provide a co-ordinated approach to support best practice in all aspects of EDI. Using their specialist knowledge and practice of implementing EDI legislation and best practice, the postholder will advise and support providers to introduce excellence in all aspects of their work on EDI.</p>	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> • Liaise with providers and community groups to advise on a co-ordinated approach to EDI across the region • Develop a coherent EDI strategy to respond to the needs of learners across the region • Lead an EDI forum to disseminate information and share good practice • Develop, promote and advise on all aspects of equality, diversity and inclusion which affect providers and communities • To proactively review existing policies and procedures and where required develop new procedures to support the objectives of the region and the devolved authority • Work alongside colleagues within the area of Equality, Diversity and Inclusion to improve service delivery and stakeholder engagement • Advise on required training for staff, governors and community leaders to support with the updating of policies and knowledge of appropriate legislation • Support managers to create and achieve their diversity targets/objectives • Implement new diversity and equality strategies to align with changes in legislation • Advise on the objectives required in order for individual organisations to achieve equality and diversity accreditation as appropriate 	
OTHER	
<ul style="list-style-type: none"> • Engender a strong team ethos, which promotes a positive, can-do attitude across the department. • Maintain excellent standards of customer care and provide a flexible and responsive service to all users. • Contribute to the development of IEG Group's Strategic Aims, Objectives and Values. • A commitment to the provision of a high quality, student-centred service. 	



- Perform duties a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and to make an appropriate contribution to the College's planning and review processes.
Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process.
- To carry out such duties as may be determined from time to time within the general scope of the post.

TERMS AND CONDITIONS

Contract	Fixed term for 12 months from March 2023, Technical/Specialist
Pension	Local Government Pension Scheme
Holiday	30 days per week, plus bank holidays and concessionary days
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Rota to be agreed.

APPLICATION PROCESS

Applicants should complete the College's online application form

<https://ieg.ac.uk/jobs/>

PERSON SPECIFICATION EDI Co-ordinator

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS						
Educated to minimum Level 3	E		✓			
Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications	E		✓			
NVQ Level 2 or above EDI qualification		D	✓			
NVQ Level 2 or above in Business Administration		D	✓			
EXPERIENCE						
Providing high quality customer service	E		✓			
Up to date general office and administration practices with the ability to effective prioritise work load Project Management?	E		✓			
Working in a high-quality customer service /sales environment providing information and advice	E		✓			
Organising workflow processes to deadlines	E		✓			
Telephone call handling and recording statistics	E		✓			
Effectively using social media to reach target audience		D	✓			
Handling sensitive information		D	✓			
KNOWLEDGE						
Working to a quality framework – awareness of Ofsted Inspection and EDI areas of focus	E			✓		
Post-16 education and training		D		✓		
Administrative procedures		D		✓		
EDI – legislation; protected characteristics; awareness of EDI issues, barriers and bias; and good practice		D		✓		
KEY SKILLS						
Excellent inter-personal skills – can relate confidently and productively to people of all ages, abilities and diverse backgrounds	E			✓		✓
Proficient at using Microsoft Office computer packages	E			✓	✓	
Excellent organisation skills and capable of dealing with competing demands on time	E			✓		✓
Patient and calm under pressure with the ability to solve problems in innovative ways	E			✓		✓
Prioritising work and meeting tight targets and deadlines	E			✓	✓	
Pro-active team member, willing to help and support colleagues	E			✓		✓
Ability to leading by example while demonstrating a can-do attitude to get the job done	E			✓		✓
OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental	E			✓		

issues						
Flexible approach to working practices	E			✓		
Professional appearance and behavior at all times	E			✓		✓
Good previous attendance record	E			✓		✓
Ability to travel on College and Group business	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References