

Addenbrooke's Charitable Trust (ACT)

JOB DESCRIPTION

Job Title:	Equality, Diversity and Inclusion Project Officer
Hours:	Part-time, 15 hours per week (1 day in the Office)
Term:	Fixed Term of 6 months
Line Management:	None
Salary:	£30,000 - £35,000 per annum (pro rata)
Location:	Cambridge Biomedical Campus

a. Summary

Addenbrooke's Charitable Trust (ACT) is the independent charity that raises money and makes grants to improve the experience of patients and their families at Addenbrooke's and the Rosie Hospitals in Cambridge. We invest in projects that enable the hospital to treat more patients, transform NHS care, drive innovation through technology, research, and the latest equipment to speed up treatment and recovery – or simply to give patients a bit of normality with less fear and anxiety while they are in hospital.

We have been awarded an NHS Charities Together Grant to enable us to strengthen the area of Equality, Diversity and Inclusion in all of areas of the charity's work.

b. Main Objectives of the Role

To develop a set of clear EDI principles to be used for ensuring our business processes and interactions with donors, supporters and our beneficiaries support our drive to be an organisation that is fair, equitable and inclusive for everybody. Principles to be agreed by the Trustee Board by February 2024.

To develop and undertake a programme of evaluation, through the introduction of an Equality Impact Assessment to help the charity assess where there are gaps in our processes and work deliverables that prevent the achievement of our goals to be an organisation that is fair, equitable and inclusive for everybody.

To develop an action plan that builds on the data obtained through the evaluation phase that enables ACT to fully achieve its goal of a fair and inclusive organisation by removing identifiable and unconscious bias.

c. Corporate Responsibilities

- Adhere to the Fundraising Regulator's Code of Practice, as well as adhering to ACT's own policies, complying with data protection regulations, and maintaining confidentiality.
- Record accurate data in our Donorfy CRM regarding all relationships (whether internal and external to the hospital).
- To produce and maintain project plans as required and to ensure regular and timely communication of progress to key stakeholders.
- Using data, produce regular reports, KPI measurements, and analysis to demonstrate performance and identify opportunities.
- To always comply with ACT's policies and procedures as set out in the ACT Staff Handbook and Standing Financial Instructions.
- To participate in team meetings, fundraising team meetings, all staff team meetings, Trustee meetings, and committee meetings as required, and the corporate planning cycle and any corporate development activities and initiatives as may be identified from time to time.
- Any other reasonable task as may be identified as necessary

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined

APPLICATION PROCESS

Please send your CV and a covering letter explaining why you are a good fit for the role to hr@act4addenbrookes.org.uk

The closing date for applications is Sunday, 22nd October 2023, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.

Addenbrooke's Charitable Trust is an equal opportunities employer actively working towards a diverse workforce. We therefore positively encourage applications, regardless of age, race, religion & belief, gender, gender reassignment, sexual orientation, marriage & civil partnership, pregnancy & maternity, or disability.

Person Specification – ED & I Project Officer

<p>Essential</p>	<ul style="list-style-type: none"> ✓ A commitment to promoting ED&I and the benefits it will bring ✓ Demonstrable experience in improving the EDI focus of an organisation ✓ Experience of providing advice and guidance on EDI issues and matters based on legislation and best practice ✓ Experience of project planning, management, implementation and evaluation ✓ Ability to influence and communicate change in people and processes ✓ Ability to think strategically in regard to effectively implementing change ✓ Good level of competency in Word, Excel, PowerPoint, and relational databases. ✓ Confident and competent communicator both verbal and written. ✓ Ability to work independently and manage multiple priorities, escalating issues and seeking help where appropriate. ✓ Good organisational skills ✓ Experience of working in a busy environment. ✓ Excellent administrative skills – with a good eye for detail. ✓ Independent, organised, resilient, and creative!
<p>Desirable – not essential</p>	<ul style="list-style-type: none"> ✓ Experience of working within a charity ✓ Experience of collating and presenting data that demonstrates impact



ADDENBROOKE'S CHARITABLE TRUST

CURRENT EMPLOYEE BENEFITS

- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan - Medicash
- Employee Assistance Programmes
 - Health Assured
 - WeCare
 - Medicash
- 25 days of Annual Leave + Bank Holidays
 - Annual Leave increases by one day each year after 2 years' service up to 29 days
- Your Birthday off
- Cycle 2 Work Scheme