

# Head of Equity, Diversity and Inclusion

## Job description

Together we are help and hope for everyone living with dementia



# Who we are

**Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.**

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

**Together with our supporters, we're working towards a world where dementia no longer devastates lives.**

# Our values

**Our values tell everyone who we are as an organisation.**

**Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.**

**Our values are evident in everything we do, how we do it and how we work together.**

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



## **Determined to make a difference**

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



## **Trusted expert**

We're listening, we're learning and we use experience and evidence.



## **Better together**

We're open, we combine our strengths and we achieve more together.



## **Compassionate**

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

# Head of Equity, Diversity and Inclusion

## Position in the organisation

Reports to the Associate Director of Inclusion.

Member of our Involvement team.

Part of our People directorate.

Line manages 1 Equity, Diversity and Inclusion Specialist and 1 Equity, Diversity and Inclusion Coordinator Apprentice.

## Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

As the Head of Equity, Diversity & Inclusion you will lead our work to deliver outstanding results, working effectively and collaboratively at pace. You will support the delivery of our EDI strategy and plans that deliver outstanding results, contributing to our corporate strategy.

You will be a trusted strategic advisor on EDI ensuring our influence and reach is increased and our impact shown through embedding change externally and internally.

Acting as a role model you will drive forward an inclusive and high-performance culture making sure that our values and expected standards of behaviour are embedded across the entire organisation, as well as in your own teams.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

## Key accountabilities and responsibilities

Duties will include:

Strategic leadership and functional expertise

- Lead the delivery of plans to implement our organisation-wide vision and strategy to become an inclusive organisation.
- Influence and engage a variety of audiences from senior stakeholders, to secure their partnership in delivering plans, to our incredible frontline employees and volunteers.
- Establish yourself as a trusted subject matter expert to inspire people at all levels to drive prioritisation of and commitment to Equity, Diversity and Inclusion (EDI) goals.

Strategic Impact

- Using your subject matter expertise to develop and manage plans and budgets that create a step change in performance and impact in EDI.

- Provide specialist knowledge and expertise on legislation governing diversity and inclusion and shape organisational policy, processes and practice.
- Ensuring the voices of people affected by dementia always shape the way we think, act and make decisions.
- Using data and insights to make evidence-based decisions and plans.

#### People and collaboration

- Support a culture of inclusion and high-performance, through clear objectives, behaviours, feedback and communication.
- Develop and deliver plans and initiatives that improve organisation capability, capacity and impact for people with dementia.
- Role-modelling the Society's values and leadership competencies in everything we do.

#### Monitoring, evaluation and continuous improvement

- Continuously identifying and delivering improvements in quality, efficiency and effectiveness with a razor-sharp focus on our strategic purpose, in all areas relating to EDI and the wider organisation.
- Recommend a range of EDI metrics to track organisational progress with inclusion, informed by the external good practice and organisational need.
- Supporting the management of risk and compliance, ensuring that the Society meets internal and external requirements and compliance measures.

### We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

## Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Demonstrable experience of supporting the development and implementation of strategic and operational EDI work.	A
Demonstrable experience in extending reach both internally (e.g. for employees and volunteers) and externally (e.g. communities where services are delivered to).	A
Demonstrable experience in cultivating networks that add value and instigate long-lasting impact.	A
Specialist leadership and influencing skills with the ability to develop and implement a practical EDI strategy and support teams with integration.	A
Good decision-making skills with the ability to consider and take accountability for risks and decisions which carry organisation-wide impact.	A
The ability to use data, insights and evidence to deliver impact.	A/I
Experience of building collaborative relationships and the ability to use appropriate challenge and support methods, manage conflict and demonstrate positive values-led leadership.	A/I
The ability to develop and deliver change and continuous improvement at all levels.	I
Effective influencing and negotiation skills that can achieve the best outcomes for the organisation overall.	I
The ability to think strategically and shape organisation thinking, projecting direction, and considering future consequences.	I
Skilled at balancing delivering sustainable results with supporting the positive wellbeing of others.	I

Competencies & personal attributes	Application (A) or interview (I)
Confident and considerate communicator.	I
Collaborative and willing to listen to the opinions of others.	I
Commitment to and understanding of equal opportunities.	I
Effective and engaging leader with a strategic mindset.	I
Understanding of the inclusion agenda and its relevance within a diverse society.	I

# Our benefits



## Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



## Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



## Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



## Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



## Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave