Equity, Diversity and Inclusion Manager

Job Description

ArtsEd is a brilliant place to work, full of talented people doing what they love most in the world. For over 100 years, ArtsEd has been at the forefront of performing arts training in the UK, nurturing talent, and inspiring confidence. One of the UK's leading centres of conservatoire education, the training we provide is world-class, inclusive, contemporary, and focused on the constantly evolving needs of the industry in the 21st century.

ArtsEd employs around 170 people in a variety of teaching and support roles, as well as many more on a freelance basis. We expect a great deal from our staff, and in return, we provide a fulfilling, supportive, welcoming, and engaging environment, where people feel comfortable to be creative, open, and able to give their best.

ArtsEd Higher Education

ArtsEd is one of the UK's leading providers of degree-level conservatoire education. Our Foundation, BA and MA courses in Musical Theatre and Acting, create graduates who are innovative and resilient performers. We prepare our students for both the physical and mental rigours of the performing arts industry through a combination of outstanding vocational training and focused pastoral care. The success of our approach has led to our alumni playing a key role in the success of the UK's creative economy for many years and they include choreographers, directors, and producers, as well as performers.

The future of this country's theatre
tradition depends on centres of excellence such as ArtsEd.
Lord Lloyd Webber, ArtsEd President

ArtsEd Day School & Sixth Form

Our Day School & Sixth Form (DSSF) is a national centre of excellence for the study of the performing arts. Founded over 100 years ago, ArtsEd's ethos remains much the same today as it was then: to provide a broad and balanced education, stretching pupils to achieve their academic, artistic, and personal potential.

An independent day school like no other; ArtsEd is an international leader in performing arts education and a local and national leader in its wider academic provision. Our pupils enjoy a high-quality vocational programme delivered by committed and creative professionals, whose expertise instils in our pupils a passion for performance that feeds into all aspects of their educational and personal development. Our students spend time every day doing what they love, encouraging their development into happy, collaborative, and well-rounded individuals, fully committed to holistic education and, at 16+ or 18+, armed with a set of skills and experiences that prepare them for whatever pathway they choose to follow.

What do we offer?

The energy and passion at ArtsEd are tangible. We are a small, close-knit team, committed to supporting all our students to achieve their best. We offer competitive salaries, and our size means that we are able to provide tailored opportunities for staff to develop their skills and experience through internal and external programmes.

The health & well-being of our staff is a key focus and we have teamed up with Simply Health to offer a family-wide health plan that includes:

- a full Employee Assistance Programme, including face-to-face counselling and unlimited telephone support
- contributions towards a range of therapies, including sports massage, physiotherapy, and chiropractic appointments
- contributions towards dental and optical costs
- 24/7 GP appointments via telephone/webcam
- Lifestyle Discounts

In addition, staff are eligible for the following:

- Cycle to Work Scheme
- a 5% matched pension (after the relevant qualifying period)

Equity, Diversity and Inclusion Manager	
Department	Registry Team
Reports to:	Registrar and Interim Executive Leadership Team
Working Pattern:	Permanent Full time – 39 weeks per year (includes all term time periods)
Salary:	£36,000

ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2024 regulations and to hold an enhanced DBS.

Summary of the role:

The postholder, working within Higher Education provision, will be responsible for providing proactive management of ArtsEd's EDI strategy and plan, coordinating staff and student equality and diversity activities across the Higher Education areas of the Institution and ensuring that they meet their legal and moral obligations and commitments to this area.

The postholder will contribute to and lead on EDI projects and policy work, including proposals, papers and briefings for strategic bodies and senior managers. The Equity, Diversity and Inclusion Manager must be student-centred and will undertake specific operational and strategic activities, as well as project work and must be able to engage with academic, creatives, professional staff and students in order to further promote ArtsEd's inclusion agenda.

The postholder will work closely with the EDI Co-ordinator in the Day School and Sixth Form, developing institutional strategy and advising senior leaders and trustees on key aspects of the EDI.

Key Responsibilities:

With the Higher Education areas of the Institution to:

- Take a leading role in formulating policies, procedures and practical guidelines as necessary in support of Equity, Diversity and Inclusive (EDI) practice and assist in their communication.
- Research EDI topics to develop and inform our policy proposals and operational activities as determined by the strategic direction of ArtsEd.
- Analyse staff and student equality data, identify trends and in conjunction with the Registrar make recommendations for changes to policies, procedures and activities where necessary
- Assist in developing and progressing strategic initiatives as part of working groups, as required by the Registrar and Interim Executive Leadership Team.
- Organise and facilitate student workshops, meetings and safe-spaces.
- Maintain and develop contacts with key external partners, the Advance HE and the Leadership Foundation, Department for Education etc.
- Lead on the EDI section of staff inductions and student induction at freshers' week.
- Contribute to maintaining the standards of service offered by the Institution and immediate team.
- Meet regularly with the Directors of the Schools of Acting and Musical Theatre to discuss any actions and/or strategies across HE provision.
- Be a Designated Safeguarding and Welfare Officer for HE and work closely with the Institutional Safeguarding Officer, safeguarding trustees and other members of the safeguarding team within the institution.

Within the wider Institution, with specific relevance and engagement with the following aspects with regard to Higher Education and working with the EDI Co-ordinator within DSSF and the Head of Short Courses and Outreach (ArtsEd Extra), to:

- Assist in formulating policies, procedures and practical guidelines as necessary in support of Equity, Diversity and Inclusive (EDI) practice within the institution, working closely with the EDI Co-ordinator within DSSF and the Head of Short Courses and Outreach, and assist in their communication.
- Support and work with the EDI Co-ordinator within DSSF and the Head of Short Courses and Outreach, in:
    - the development of projects to promote and develop equity, diversity and inclusion at ArtsEd;
    - the analysis of staff and student equality data, identifying trends and assist in making recommendations for changes to policies, procedures and activities where necessary.
- Provide professional advice and work in collaboration with learners and staff in the Higher Education Schools, Day School and Sixth Form, and ArtsEd Extra to realise ArtsEd's equality objectives and actively contribute to the development of communication and promotion strategies, including targeted communication to increase institutional-wide awareness.
- Support ArtsEd in its operational delivery of its responsibilities under the Equality Act 2010 and support ArtsEd's agenda through preparation of the application to relevant external and statutory bodies such as City St George's, CDMT, FDS, Trinity, OfS, ISI and Ofsted etc.
- Take a leading responsibility for advising the Registrar and Interim Executive Leadership Team on Equality Analyses/Equality Impact Assessments of policies, procedures, practices, and decisions, on a proactive basis, working closely in support of the EDI Co-ordinator within DSSF and the Head of Short Courses and Outreach in such matters.
- Support relevant working groups or services within the institution.
- Work closely with Human Resources on related initiatives, e.g., reviews of relevant policies and procedures and institutional training needs.
- Keep and maintain knowledge on legislative and practical changes, and emerging good practice that affect the policies and practice within EDI.
- Contribute to and prepare relevant papers and briefings on equity, equality and diversity to committees and working Groups such as, the Board of Trustees and the EDI groups for students and EDI groups for staff, and support the the EDI Co-ordinator within DSSF and the Head of Short Courses and Outreach in this work.
- Prepare Equality Analyses/Equality Impact Assessments for all Trustee Board Meetings and other similar high level meetings and reports; working with the key stakeholders to ensure that these are completed with due understanding of the issues and comply with appropriate regulation and legislation.
- Oversee and develop the support available to disabled students and ensure appropriate reasonable adjustment practices are in place.
- Deliver current EDI-related training to students and advise on EDI related content within the curriculum (following input from the Registrar and Interim Executive Leadership Team).
- Deliver current EDI-related training to staff.
- Monitor developments in equity, equality and diversity within the whole education sector and beyond, ensuring that ArtsEd is able to evaluate risk, anticipate change and maximise opportunities; bringing these to the attending of the Interim Executive Leadership Team as necessary.

Secondary Duties

The post holder is expected and required to:

- Have a good understanding of and adhere to safeguarding and welfare requirements including being able to fully apply the safeguarding and welfare rules when supporting students.
- Adhere to the Staff Code of Conduct.
- Carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equal opportunities, and compliance with health and safety in the workplace.
- Respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- Regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD.
- Be professional, co-operative, and flexible in line with the needs of the post and the Institution.
- Undertake such other comparable duties as required from time to time.

All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post.

ArtsEd is committed to the safety, wellbeing/welfare and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS.

Person Specification

Qualifications and Knowledge	**Essential / Desirable**	**Assessment Method**
Educated to degree level or equivalent and commitment to continuing professional development	Essential	Application
Specialist knowledge of the Equality framework/agenda and associated legislation as well as regulatory and an understanding of the statutory environment/requirements relating to Equity, Diversity, and Inclusion.	Essential	Application and Interview
A clear understanding of the complexity of Higher Education in relation to (i) student learning, (ii) the broader student experience and (iii) staff engagement.	Essential	Application / Interview and Exercise
Experience		
Experience of monitoring, reviewing and developing policies, and procedures as well as producing high quality written reports.	Essential	Application & Interview
Experience of analysing and using data to ensure decision making are barrier free and inclusive	Essential	Application & Interview
Experience of preparing EDI related applications or Charter marks	Desirable	Application & Interview
Experience of designing and delivering training to different audiences across an organisation.	Essential	Application & Interview
Experience of engaging senior level staff to develop and implement actions and /or identify and monitor KPI's related to EDI.	Essential	Application & Interview
Experience of committee support and servicing (including minute writing, report writing and presentation).	Essential	Application & Interview
Experience of working with a range of people and stakeholders, at different levels, within an organisation.	Essential	Application & Interview
Skills and abilities		
Ability to communicate complex information in an effective, concise and tactful manner, both orally and in writing with excellent attention to detail	Essential	Application & Interview
Ability to analyse and disseminate information efficiently and effectively including providing information and advice to colleagues on matters related to equality to support decision making including casework management.	Essential	Application, Interview and Exercise
Proficient IT skills across a wide range of applications, including general Office software.	Essential	Application
Excellent organisational skills with the ability to organise, delegate and plan effectively across competing institutional priorities/projects and communicate the impact.	Essential	Application & Interview
Able to negotiate, network professionally and influence across organisational boundaries to deliver a timely positive outcome diplomatically.	Essential	Application & Interview
Ability to work to professional standards with integrity, honesty and confidentiality.	Essential	Application & Interview
A demonstrable commitment to safeguarding	Essential	Application & Interview