

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	[Luminate Education Group]
Core Job Role:	Performance and Projects Lead
Job Title:	Performance and Projects Lead: Equality Diversity and Inclusion (Maternity Cover)
Reports to:	Group Head of Equality, Diversity and Inclusion
Grade	E
Date of compilation:	March 2024

ROLE SUMMARY:

The Equality, Diversity and Inclusion (EDI) Performance and Projects Lead will bring passion, innovation and people together around delivering and reporting on projects, workstreams and interventions which advance the equality agenda and lead the implementation of our Equality Objectives and Race Equality Roadmap. EDI and leading change for an inclusive and fair society is rooted in the core values of the Luminate Education Group and this role will contribute to an innovative approach to advancing equality, consulting, developing, driving and implementing equality objectives which embed change sustainably and create inclusive, restorative and relational learning and working environments.

SPECIFIC ROLE RESPONSIBILITIES:

1. Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in review and development schemes.
2. Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults and commitment to child protection.
3. Comply with all relevant policies and procedures
4. Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice
5. Act with honesty and integrity to maintain high standards of ethics and professional standards.
6. Manage and promote restorative practice approaches and the strengthening of relationships.
7. Comply with all legislative and regulatory requirements.
8. Promote a positive image of the group.
9. Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful
10. Any other duties commensurate with the level of the post, which may be required from time to time.

CORE RESPONSIBILITIES:

1. Engage all group members with the Equality Objectives Action Plan to identify actions and interventions which contribute to achieving the objectives, whilst monitoring the delivery of these and supporting the impact evaluation process. Proactively share best and emerging practice across all settings.
2. Lead the delivery of the Race Equality Roadmap and Action Plan, working in close consultation with the Race Equality Forum, senior and executive leaders, external stakeholders and governing bodies.
3. Produce, analyse and present performance data in annual reports, quarterly performance reports and presentations; contribute to governance papers showing progress towards equality objectives and meeting the public sector equality duty
4. Develop strong and effective relationships to embed innovative projects and activities across the Luminare Education Group providing leadership and project management support through matrix leadership
5. Further develop and co-ordinate the infrastructure for staff voice, influence and engagement through equality champions, staff forums and with the organisational development team, contributing to the development, analysis and recommendations of staff survey
6. Lead on analysis, responsiveness to and reporting of EDI related staff voice, driving engagement and addressing concerns through co-production opportunities
7. Work with teams across the directorate and group to co-ordinate campaigns, activities and projects to promote EDI improving the student experience and building on the positive student perception of equality, identifying best practice inclusive environments

8. Work with human resources and organisational development teams to identify and deliver shared objectives including in equality impact assessment, process and policy development and staff training
9. Lead the evaluation, review, design and delivery plans for equality related training including training for EDI trainers, leaders and champions, including monitoring compliance with mandatory EDI training
10. Develop strong stakeholder networks and work in partnership with external organisations to secure speakers and resources for student and staff learning
11. Develop understanding and explore the impact of discrimination and disadvantage on wellbeing and achievement of personal, professional and learning goals for students and staff
12. Work with marketing and communications teams within the group to develop communications strategies that are inclusive, accessible and promote equality
13. Produce equality news updates to celebrate our student and staff achievements, promote role models linking into curriculum and present opinion pieces and analysis which encourage discussion and debate, to help inform future practice
14. Promote the application and achievement of external equality standards, quality awards and student or staff nominations for equality excellence across the group
15. Prepare and present quarterly performance reports to staff forums, leaders and governors as required
16. Act as a coach and mentor to other colleagues
17. Identify and secure external resources and funding opportunities
18. Represent the EDI team and Luminate Education Group internally and externally as required.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.

- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Performance and Projects Lead
Department	Student Life

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,

C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 2 (or above) in English & maths	A/C
E	Q2. Able to demonstrate significant initiative and experience in equality, diversity and inclusion workstreams	A/C

D	Q3. Appropriate degree level or professional qualification which can be applied to the role.	A/C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience and knowledge of leading multiple and diverse workstreams with passion and initiative, responding to changing requirements and deadlines	A / I
E	EK2. Knowledge and understanding of equality, diversity and inclusion issues and how these impact on life experience and outcomes	A / I / T
E	EK3. Experience of communicating and promoting collaboration in complex organisations and a creative approach to design and delivery of innovative solutions	A / I
E	EK4. Experience of engaging, motivating and influencing others to achieve improved outcomes	A / I
E	EK5. Understanding of strategies to engage stakeholders around shared priorities	I / P
D	EK6. Experience of organising, coordinating and hosting events/activities which bring together groups of people from different backgrounds	A / I
E	EK7. Experience of developing and leading use of digital communications using creative and innovative approaches to ensure key messages and information are easily accessible	A
E	EK8. Experience of designing and running listening and consultation events, gathering information, making recommendations and producing reports	A / I / P

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent verbal and written communication skills, able to convey complex information to a variety of audiences including presentations, report writing, digital communication and social media	A / I
E	SC2. Restorative approaches and ability to relate to students, staff and stakeholder; communicate effectively and understand and interpret narrative discussion with internal and external stakeholders	A / I / T
E	SC3. Ability to sensitively question and challenge established procedures and policies to deliver the best possible outcome	A / I
E	SC4. Ability to create, implement and utilise information systems to enhance service delivery e.g. using Google and Microsoft applications	A / I / T
E	SC5. Ability to utilise a solutions focused approach to impact positively on performance and demonstrate impact embedding inclusion	A / I / T
E	SC6. Ability to establish and lead effective working relationships, within and across teams in a range of settings to plan for and deliver long-term solutions	A / I
E	SC7. Using management information systems, reporting and analysis of data to inform planning and improvement and competence to analyse and interpret data, producing reports on progress against outcomes	A / I / T
E	SC8. Ability to draw on relational practice using interpersonal skills to identify shared objectives and agree collaborative approaches	I / P
D	SC9. Experience of planning and delivering staff development and training to achieve specific outcomes relating to knowledge, skills and cultural priorities	I / A

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I