

Manager, Fife Centre for Equalities



Job Description and Person Specification

Post Title:	Manager
Salary:	35 hours per week, fixed term: initially funded for 1 year £35,000 per annum, plus 7% non-contributory pension
Reporting to:	Chief Executive

Main Purpose of Post

To lead on the establishment and development of a new equalities hub for Fife – Fife Centre for Equalities. Once this project has been established within Fife Voluntary Action, the postholder will have responsibility for managing the hub, including staff, budget, strategic and operational planning, monitoring and reporting.

Main Duties

1. Work with the CEO to establish the Fife Centre for Equalities (FCE);
2. Identify required posts and lead on the recruitment, training, support and management of staff;
3. Develop and maintain operational plans for FCE, including monitoring performance and reporting internally and externally to stakeholders;
4. Play a leading role in Fife on promoting equality and diversity, raising awareness, improving practice and helping to reduce inequality, predominantly at a policy and strategy level;
5. Establish, develop and support an Equality Forum for Fife – including scheduling meetings, arranging speakers/presentations, identifying appropriate learning and training opportunities as well as action planning;
6. Work closely with statutory sector partners (national and local) and third sector organisations to improve understanding and approaches to equality and diversity;
7. Map equality and diversity expertise and stakeholders and develop appropriate engagement strategies and plans to involve them in the work of the hub;
8. Develop an excellent understanding of the equality and diversity issues affecting the people and communities of Fife and develop appropriate strategies for making measurable improvements against clearly defined outcomes;
9. Establish FCE as a centre of excellence for equality and diversity including research, statistical analysis, legislation and policy understanding, information dissemination, training provision, challenging poor performance in public service organisations and making appropriate referrals to help organisations and people in Fife;
10. Engage in partnership activity, particularly with public sector partners, to represent the interests of the third sector and to maximise the third sector's contribution to improving equality and diversity;
11. Develop case studies and capture learning to promote benefits and opportunities for organisations and improve practice on equality and diversity within the sector;
12. To contribute to updating the organisation's website, e-bulletins, newsletters and other publications to promote developments and opportunities in equality and diversity;
13. To contribute to cross-organisation initiatives including bid/funding proposals, quality accreditation work and other projects;
14. promoting changes within organisations and the wider community;
15. liaising with community groups and other relevant organisations, e.g. police, NHS, Council;
16. interacting with people at all levels and from a wide variety of backgrounds;

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17. responding to complaints and providing information on options for complainants;
18. maintaining an up-to-date knowledge of anti-discriminatory legislation;
19. translating equality legislation into practice to ensure organisations meet statutory requirements;
20. writing, implementing and reviewing policy at corporate and service level;
21. presenting reports and recommendations;
22. preparing and delivering presentations and workshops to staff, stakeholders and partner organisations;
23. To take personal responsibility for contributing to high quality standards in customer relations, service delivery, project management and communications.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- an excellent understanding of equality and diversity and the policy and legal drivers;
- experience of working in an equalities organisation or in an equalities-specific role;
- experience of managing budgets and staff;
- experience of partnership working with public and third sector organisations;
- an understanding of the third sector and the current key issues;
- emotionally intelligent, able to build and sustain positive relationships with key stakeholders;
- comfortable networking and representing the organisation;
- willingness to learn; work as part of a team and to help others;
- excellent interpersonal, oral, written, numeracy and ICT skills;
- efficient, self-motivated, and proactive, with good organisational skills;
- a personal commitment to organisational excellence;
- displays honesty, integrity and a strong sense of ethics in all actions and decisions;
- a commitment to equal opportunities;
- valid driving licence and access to a car.

Desirable requirements:

- university level qualification in a relevant field;
- experience of developing or supporting employability initiatives.