PERSON SPECIFICATION

Job title	Equality and Diversity Lead
Hours	18.5 hours a week
Reports to	Service Manager Women and Criminal Justice

Evidence of meeting the selection criteria will be assessed via: application(A) interview/exercise(IE) or during probation period(P)	A	IE	P
The person will have the following qualifications, knowledge, experience, skills and abilities:			
• Relevant degree or professional qualification (NVQ level 4 minimum) in a related field	X	X	
• Successful experience of working with people from minority backgrounds and knowledge of the barriers they can face in terms of the Criminal Justice System.	X	X	X
• Successful experience of influencing and facilitating networks, groups and organisations to work effectively.	X	X	X
• Successful experience of developing ways of working and interventions that enable people to build upon their strengths in order to progress.	X	X	X
• Experience of developing and maintaining partnerships and professional relationships with agencies in voluntary, private and public sectors.	X	X	X
• Experience of working to set policies and procedures.	X	X	X
• Experience of working in an environment that requires confidentiality	X	X	X
• Experience of working in an environment that is health and safety conscious.	X	X	X
• Excellent interpersonal skills; ability to recognise and respond appropriately to situations requiring tactful or diplomatic handling.	X	X	X
• Assessment, Care Planning and Risk Assessment Skills.	X	X	X
• Ability/experience of maintaining clear professional boundaries.	X	X	X
• Ability to work creatively to motivate and support individuals.	X	X	X
• Understanding of trauma informed and trauma responsive practice.	X	X	X
• Knowledge of bias and inequalities of minority groups within the Criminal Justice System.	X	X	X

• Ability to work within a busy environment, managing broad demands.	X	X	X
• Able to build rapport, and develop relationships with internal and external stakeholders at all levels .	X	X	X
• Computer Literate [Outlook, Word, Excel, PowerPoint].	X	X	X
• Good organisational skills.	X	X	X
• Commitment to detail, ensuring all work is accurate, concise and understandable.	X	X	X
• Commitment to equality and diversity.	X	X	X
• Understanding of how to work within professional boundaries.	X	X	X
• Willing to work in cooperation with team members.	X	X	X
• Willing to work flexibly within their role.	X	X	X
• Emotionally resilient, with good self-care and self-awareness. Driven to promote change. .	X	X	X
• Full UK Drivers licence, and use of a car and willingness to transport Service Users (Covid allowing).	X		X
• Commitment to ongoing personal, and professional development.	X	X	X
The following would be desirable:			
• Experience of working within the Criminal Justice System	X	X	X
• Experience of delivering group work.	X	X	X
• Experience of working with families.	X	X	X

Please note this post exempt under section 7 (2) (e) and (f) of The Sex Discrimination Act 1975 and therefore open to female applicants only. The successful applicant will be subject to an enhanced DBS check.