

Dorset Inclusivity Officer

Job Description and Personal Specification

Role Purpose:

The scope of the project is to work with local businesses, particularly small and medium-sized enterprises (SMEs) in the hospitality and retail sector, to implement a sustainable framework of inclusivity and accessibility across the Dorset Council area.

As an Inclusivity Officer, you'll aim to promote good relations and practices towards different minority groups. You will work predominantly with small and medium businesses in the Dorset Council area. You may also work within community services, supporting people who experience some form of discrimination and delivering diversity workshops to communities, staff and volunteers. A significant part of the role is promoting and developing training programmes to enhance understanding on inclusions issues.

The post holder will also work to support the three LCA's to develop their internal EDI teams and encourage collaborative working

Key work areas and tasks:

1. Scope, research, apply and promote diversity initiatives and share best practice
2. Provide advice, guidance and support on equality and diversity issues
3. Assess community needs and promote community cohesion
4. Engage with the SME community in the Dorset Council area
5. Promote changes within organisations and the wider community
6. Liaise with community groups and other relevant organisations,
7. Interact with people at all levels and from a range of backgrounds
8. Maintain an up-to-date knowledge of anti-discriminatory legislation
9. Translate equality legislation into practice to ensure organisations meet statutory requirements
10. Present reports and recommendations and prepare and deliver presentations and workshops to staff, stakeholders and partner organisations.
11. Identify external trends and recognise best practice which will increase diversity among the workforce
12. Maintain relationships with diversity related businesses, with the intention of working together.

Person Specification

Essential Criteria

1. A commitment to understanding and promoting equality, diversity and inclusion and a desire to help people overcome these barriers.
2. Excellent written and oral communication and training skills
3. Cultural sensitivity
4. Experience of building relationships with key stakeholders and decision makers
5. The ability to build the trust of community groups
6. Negotiation and persuasion skills
7. The ability to work as part of a team
8. Good conflict-resolution skills
9. Self-motivation and an ability to use initiative
10. Organisational and project-management skills
11. Good report-writing ability