

Role Profile

Job Title:	Equality, Diversity & Inclusion Lead
Salary/Banding:	5
Role Holder:	
Department:	Communications & Engagement
Location:	Dual-based (Lilleshall & Home)
Reporting to:	Communications & Engagement Director

Role Summary:

Gymnastics is an amazing sport that has the power to have a positive impact on people, communities, and our society, helping to build foundations for life for all those who take part. As the UK's national governing body for gymnastics, we want to ensure these benefits and the enjoyment of gymnastics are open to everyone, and that everyone feels welcome in our sport.

The main purpose of the Equality, Diversity & Inclusion (EDI) Lead is to fully embed inclusion into our business and organisation, playing a critical role in the delivery and continued improvement of our inclusion strategy and associated EDI activities and programmes.

The postholder will be both a passionate advocate for, and expert in, EDI. They will provide guidance and advice across British Gymnastics to ensure inclusion is always at the heart of what we do, as well as supporting the cascading of our plans through our affiliated organisations and registered clubs.

As a member of the organisation's leadership group, the postholder will lead and champion the development of an inclusive culture within gymnastics by inspiring and influencing others, working collaboratively across and beyond the organisation to help everyone understand their role in implementing inclusion.

They will work closely with relevant internal departments, the British Gymnastics Foundation, their Home Countries' peers, the gymnastics community, and wider stakeholders to remove barriers to participation, progression and involvement in gymnastics, and tackle inequalities in a way that has a meaningful impact on the organisation, individuals, the sport, and wider society.

Main Areas of Responsibility:

1. Lead, advise and advocate

Typical Activities:

- Lead the development of our EDI plan, working collaboratively across the business to ensure its successful implementation.
- Maximise our impact by connecting the delivery of all current EDI activity and programmes into one joined-up approach across the organisation, identifying any gaps and supporting the development of new activity where it is needed
- Act as British Gymnastics' focal point for EDI, fostering a culture of everyday inclusion internally and in the wider gymnastics' community.
- Embed an inclusive approach within everything we do, actively looking to identify areas for improvement and opportunities to influence colleagues

- Lead on establishing, developing, influencing and managing relationships with a wide range of external stakeholders and organisations connected to inclusion to build advocacy and engagement, gain insight into good practice, and help support and shape the development of our plans
- Establish and manage connections with relevant external organisations beyond gymnastics
- Advocate within and without British Gymnastics the development and implementation of our EDI plans and policies, and the interests of people with protected characteristics
- Guide and support departments and project teams to understand and address equality and diversity opportunities, implications, requirements, and potential impacts at an early stage and how to embed an inclusive approach into all activities
- Lead the effective operation of the EDI Steering Group and Working Groups

2. Drive EDI support into and across the gymnastics community to help remove barriers and increase participation and involvement from under-represented groups

Typical Activities:

- Work closely with the communications and marketing teams to ensure gymnastics is proactively promoted and positioned as an inclusive sport, and using key calendar moments in a structured and strategic way
- Drive insight from and into the gymnastics community to steer priorities and work with funding partners to help connect and deliver these priorities
- Connect across the wider organisation and relevant groups, panels and organisations to support development of EDI activity within the gymnastics community
- Work closely with the Community Team, the Disability Panel, the British Gymnastics Foundation and key external stakeholders such as representatives of the disabled community, to develop a long-term plan to increase high-quality gymnastics activities and competitive opportunities for disabled people at all levels; this includes support on key programmes aimed at developing the competitive pathway for disabled people such as Classification
- This role may require travel and occasional weekend/evening work
- Manage the work of the Disability & Inclusion Coordinator, supporting their development and supervising the quality of their work.
- Oversee the Disability and Inclusion Coordinator's work in dealing with queries, complaints and requests from the community and find effective ways to manage these

3. Quality-assure, monitor and report

Typical Activities:

- Work directly with owners of actions within the inclusion plan and wider colleagues across the business to understand current performance, key risks and issues, and future plans, in order to be able to provide analysis and advice to the Exec as to the business' performance against the strategy
- Work with the Research & Insight team to report on key diversity monitoring data, ensuring we are collecting the right data and that all activity across our work in inclusion development is monitored and evaluated effectively
- Make recommendations as necessary as part of British Gymnastics business reporting cycle
- Inform and advise British Gymnastics, its board, management team and employees of their obligations under equality and diversity legislation, and ensure that effective systems and controls are in place to enable British Gymnastics to comply with our legal obligations and policies for equality and diversity

- Monitor and report British Gymnastics' equality and diversity legislation, ensuring responsibilities are clear within British Gymnastics
- Ensure British Gymnastics has a published **and up-to-date** diversity and inclusion action plan in line with the requirements of the Code for Sports Governance and that the requirements of Advanced Standard for Equality in Sport are maintained
- Oversee and manage the EDI budget
- In addition, this role will lead on quality assurance, monitoring and reporting; this will include remaining current with all relevant legislation and best practice across sport.

4. Inform, educate and train

Typical Activities:

- Maintain personal knowledge and understanding of developing thinking and issues across the inclusion agenda in order to be able to provide strategic advice and critical support to the rest of the business, including keeping abreast of any regulatory, technological or cultural changes relating to equality and diversity, **and** sharing this within the organisation as appropriate
- Ensure British Gymnastics resources, training and toolkits are accurate and relevant, and support British Gymnastics clubs in complying with EDI regulations and policy
- Work with the Learning and Development team to ensure up-to-date information, training and guidance is provided for colleagues across the organisation, **so that** community-facing teams can respond effectively to EDI queries and requests for support from all partners
- Set standards, develop and raise awareness of policies and procedures and the proactive use of equality impact assessments

5. Keeping our sport, our members and our colleagues safe

All employees of British Gymnastics have responsibility to keep our sport, our members and our staff safe.

This includes upholding our safeguarding, data protection, health & safety, EDI and risk management policies, promoting our rules and standards of conduct for members and reporting any suspected risks, breaches, misconduct or poor practice to their line manager, the Integrity Unit (concerns about members and clubs) or the HR team (concerns about British Gymnastics staff).

We operate as a matrix organisation. From time to time, you may be called upon to work on key organisational developments as part of projects, programmes or cross working groups. Depending on the extent of this work these may be managed formally through the setting of objectives by your line manager.

Role Requirements:

To be the EDI lead, the role holder will require:

1. Knowledge, Skills and Expertise

- A demonstrable passion for and understanding of the importance of EDI to promote opportunities in sport and physical activity, and address the issues faced by those from under-represented groups
- A strategic mindset and approach, with an ability to identify where EDI issues may exist or have not been considered
- Experience of having developed and successfully delivered EDI plans to drive change
- Thorough and current understanding of EDI regulations and legislation and the ability to translate regulations into practical policies and procedures

- Understanding of the barriers that exist within sport, and specifically gymnastics, and the ability to apply their knowledge and expertise to develop strategies and approaches to overcome them
- Ability to both act independently and as part of a team, connecting with wider departments to effectively manage delivery and prioritise activity
- Strong organisational time management-skills and prioritisation skills, with evidence of developing and delivering operational plans to support strategic objectives and the delivery of agreed KPI's
- The role holder is likely to demonstrate subject credibility through formal/professional training, experience of managing change with regards to ED&I, and/or lived experience
- Competent IT skills (Microsoft Office tools, databases, social media).
- An existing understanding of gymnastics delivery, the gymnastics community and/or wider sports sector would be advantageous

2. People

- Excellent leadership behaviours and capabilities
- Ability to build and maintain strong and effective relationships with a range of internal and external stakeholders, and liaising and communicating with diplomacy and professionalism
- Ability to influence, advise, support, and inspire others to create cultural change and to ensure adoption of best practice
- Line management experience – this role requires the holder to line manage the Disability & Inclusion Coordinator.

3. Shaping Direction

- Use of data, insight and expertise to lead on and shape the direction of the EDI plan, strategically and practically, both internally for the organisation and for the wider community

4. Developing Solutions

- The post holder will develop solutions to tackle inequalities and remove barriers that exist within the sport
- Provide EDI advice and guidance for the business and the gymnastics community

5. Decision Making

- Ability to make informed decisions for own work area based on insight and data
- Make recommendations to the business based on all relevant legislation to ensure compliance.

6. Communicating

- Excellent communication and presentation skills with the ability to liaise and communicate with people at all levels – including high-level communications skills to work with Board members and senior managers. as well as clubs, members and external stakeholders and regulators
- Line management experience – this role requires the holder to line manage the Disability & Inclusion Coordinator.
- The post holder will also be responsible for working with specialist colleagues to ensure that learning resources, information and professional support are available to meet the needs of British Gymnastics, its clubs and its members.