

## Recruitment – Inclusion Development Worker

An exciting opportunity to work with Reading Voluntary Action (RVA) and local charities to ensure we reflect the diversity of Reading and are able to build a genuinely inclusive voluntary sector.

We are looking for someone with excellent communication, planning and organisational skills, and a good understanding of current issues relating to equality and diversity. You will need to be able to understand, balance and respond to the needs of different stakeholder groups and build good relationships. You will be self-motivated, able to meet deadlines and enthusiastic about the challenge.

RVA is looking to recruit an Inclusion Development Worker to help us further the following aims:

- To ensure RVA is an inclusive charity that reflects the diversity of Reading in the shaping of our staff team, volunteers, trustees and how we work.
- To support local charities and community groups to review their own inclusion policies and develop inclusion plans.
- To collaborate with partners, colleagues and stakeholders to support the local voluntary sector to develop a shared Reading VCS Inclusion Strategy.
- To support local community groups to build their capacity to be able to participate in partnership groups and forums.

We encourage applications from individuals from Black and Minority Ethnic backgrounds, who are currently underrepresented within RVA.

This is a part-time role and RVA is open to considering flexible working requests. Please ask us for more information at the interview stage.

### Timeline

- 26 August 2020 – application process open
- 21 September 2020 – application deadline
- 28 September 2020 – interview Day

<b>Job title</b>	<b>RVA Inclusion Development Worker</b>
<b>Salary</b>	£28,000 /pro rata
<b>Hours</b>	21 hours/week
<b>Report to</b>	RVA Advice Manager
<b>Contract type</b>	Fixed term for an initial 6-month period with the possibility of extension.
<b>Annual leave</b>	25 days/an pro rata
<b>Work location</b>	Subject to Covid-19 guidance – Reading Central Library and home working.
<b>Job Description</b>	<p><b>To champion a transformation of the local voluntary sector.</b></p> <p><b>Development support for the local voluntary sector</b></p> <ul style="list-style-type: none"> <li>• To work under the guidance of the RVA Advice Manager to provide inclusion and diversity development support for Reading VCS through one-to-one support and training.</li> </ul>

	<ul style="list-style-type: none"> <li>• To support trustees and managers through an inclusion framework and identify development needs and solutions.</li> <li>• To develop and support a training programme.</li> </ul> <p><b>Engaging stakeholders</b></p> <ul style="list-style-type: none"> <li>• To work with colleagues and partners to engage the VCS in opportunities to discuss the impact of exclusion.</li> <li>• To work collaboratively with stakeholders to develop a strategy to promote inclusion across the VCS.</li> <li>• To share best practise and champion momentum for change at partner workshops and forums.</li> </ul> <p><b>Communication and information</b></p> <ul style="list-style-type: none"> <li>• Promote relevant best practise, training and funding opportunities.</li> <li>• Share news and case studies to motivate reflection and change.</li> </ul> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Support the RVA team and trustees to reflect on our inclusivity and to create a development plan.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Other work as required as part of a small and supportive team.</li> <li>• Monitoring and reporting.</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An understanding of the subject matter of diversity and inclusion coming from having previously driven this activity through paid or unpaid work, or through life experience.</li> <li>• An understanding of the diversity of local Reading communities and the Reading voluntary and community sector. <i>Desirable:</i> experience of working with a wide range of diverse communities.</li> <li>• Practical experience of having developed diversity and inclusion strategies and action plans.</li> <li>• Knowledge of the legal framework with respect to equality, diversity and inclusion.</li> <li>• Ability to digest a wide range of information and identify and present salient points effectively to different stakeholders.</li> <li>• Excellent written and oral communication skills, with the ability to present non-standard information to a wide range of audiences.</li> <li>• Strong IT computer skills, in particular Microsoft Office (Word, Excel, PowerPoint).</li> <li>• Proactive and self-starting particularly in the context of engaging internal and external stakeholders. <i>Desirable:</i> experience of organising events.</li> <li>• Excellent relationship management and interpersonal skills.</li> <li>• Sound project management/work management skills – project management qualifications are not required but you must be able to plan and communicate work plans, milestones and outcomes.</li> <li>• An innovative and open mind set to seek external best practice and experience of turning ideas and concepts into positive action.</li> </ul>

	<ul style="list-style-type: none"><li>• Good judgement, initiative and creativity to source innovative solutions to novel issues.</li><li>• Experience of using audience insight and evidence to demonstrate impact of outputs.</li><li>• Passion and sensitivity for the subject matter to bring transformative change for the local voluntary sector.</li></ul>
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