

**JOB DESCRIPTION**

## POST: EDI & Wellbeing Coordinator

## REPORTING TO: Interim Head of HR

**GRADE:** SO2

RESPONSIBLE FOR: Not applicable

LOCATION: Cross College

PURPOSE OF JOB:

The EDI & Wellbeing Coordinator will act as a champion for staff across the college, driving forward initiatives that promote equality, diversity, inclusion, and wellbeing. The role will be responsible for developing, coordinating, and delivering staff-focused EDI and wellbeing programmes, managing staff benefits and rewards, and ensuring the college remains competitive in its staff offering.

The postholder will manage EDI and Wellbeing policies and strategies, produce reports for the Senior Leadership Team (SLT), and take responsibility for key external publications such as the Annual EDI Report and staff diversity statistics. They will also oversee the recruitment and coordination of EDI Champions across the organisation and plan/coordinate the strategic EDI Group meetings.

**KEY RESPONSIBILITIES**

**Equality, Diversity & Inclusion (EDI)**

* Act as the main point of contact for staff on EDI matters, ensuring their voices are represented and valued.
* Develop, promote, and deliver EDI initiatives, campaigns, and training across the college.
* Work with managers, HR, and Student Services to ensure alignment of staff and student EDI activities and key events.
* Lead on the development, implementation, and monitoring of EDI policies and strategies.
* Produce the college’s outward-facing EDI documents, including the Annual EDI Report and staff diversity data.
* Monitor progress against EDI objectives and provide data-driven reports and recommendations to SLT.
* To support the interim Head of HR, leading on the design and deliver diversity presentations, workshops, briefing and inductions materials, liaising with the L&D Coordinator where necessary.
* When requested, represent the EDI lead in meetings, at working groups and with both internal and external stakeholders
* Monitor effectively any agreed budget for EDI

**Wellbeing**

* Design, implement, and monitor wellbeing initiatives and resources that promote staff health and work-life balance.
* Act as a central contact for staff wellbeing support, signposting and coordinating services where necessary.
* Develop and manage the college’s wellbeing programme, including campaigns, awareness days, and events.
* Lead on the development and review of wellbeing policies and strategies, ensuring alignment with organisational objectives and sector best practice.
* Collaborate with external providers and partners to enhance wellbeing services and resources available to staff.

**Staff Reward, Recognition & Benefits**

* Manage and promote the staff benefits package, ensuring the offer is competitive, attractive, and meets staff needs.
* Coordinate staff reward and recognition programmes, ensuring fairness, transparency, and alignment with college values.
* Research and recommend new initiatives to enhance the staff reward and benefits offering.

**Events & Engagement**

* Plan, organise, and deliver staff events throughout the year, ensuring they promote community, recognition, and engagement.
* Collaborate with Student Services on cross-college events that celebrate diversity, wellbeing, and inclusion.
* Ensure all events are well-communicated and accessible to staff.

**Learning & Development (EDI & Wellbeing Training)**

* Work with the Learning & Development Coordinator to design and deliver staff training on EDI and wellbeing themes.
* Ensure training is embedded within staff Learning Passports and tracked effectively.
* Evaluate training delivery and adapt based on staff feedback and organisational priorities.

**EDI Champions & Strategic EDI Group**

* Lead the recruitment, induction, and ongoing coordination of EDI Champions across the organisation.
* Provide support, guidance, and resources to enable EDI Champions to deliver initiatives within their departments/teams.
* Plan, coordinate, and facilitate regular meetings of the college’s Strategic EDI Group, ensuring actions are recorded, monitored, and implemented.
* Act as secretary for the Strategic EDI Group, preparing agendas, papers, and reports for circulation.
* Ensure feedback from the EDI Champions and Strategic EDI Group informs wider college policies, reports, and strategy.

**Reporting & Policy Responsibilities**

* Produce regular reports, data analysis, and updates for the Senior Leadership Team (SLT) on EDI and wellbeing progress, risks, and outcomes.
* Take responsibility for maintaining and updating policies related to EDI and wellbeing, ensuring compliance with statutory requirements and best practice.
* Lead on the creation of key outward-facing reports and publications, including:
  + Annual EDI Report
  + Staff diversity statistics and analysis
  + Wellbeing and inclusion updates for governors, stakeholders, and external partners

**Accreditations and Awards**

* Support the interim Head of HR with the Investors in People accreditation and track the action plan to monitor progress
* Work closely with the interim Head of HR and Marketing colleagues to submit awards nominations externally
* Maintain our NCD accreditation status and identify any other relevant accreditations.
* Manage accreditations/awards and work closely with the interim Head of HR to submit responses, evidence and information necessary to ensure the success of the organisation in achieving these.

**Key Relationships**

* HR Team
* Learning & Development Coordinator
* Student Services Team
* College Leadership and Managers
* Senior Leadership Team (SLT)
* EDI Champions and Strategic EDI Group
* External wellbeing and benefits providers

**Person Specification**

**Essential**

* Experience in developing and coordinating wellbeing and/or EDI initiatives.
* Strong understanding of EDI legislation, best practice, and sector expectations.
* Experience of policy development and reporting to senior stakeholders.
* Strong analytical skills with the ability to interpret and present data clearly.
* Experience in organising events and/or campaigns.
* Strong interpersonal and communication skills with the ability to influence and engage staff at all levels.
* Ability to manage multiple projects and priorities effectively.
* Experience of working collaboratively across different teams and functions.

**Desirable**

* Previous experience in a Further Education or education setting.
* Knowledge of staff reward and benefits schemes.
* Experience delivering or facilitating training sessions.
* Experience coordinating staff networks, forums, or champions.
* Project management skills.
* **An Enhanced Disclosure will be requested of the successful candidate.**
* **Disabled candidates meeting the essential criteria are guaranteed an interview.**