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| **TITLE:**  Diversity, Equity and Inclusion (DEI) Specialist |
| **TEAM/PROGRAMME:** People & Organisation  | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide.** |
| **GRADE**: C: Mid-Senior level | **CONTRACT LENGTH:** 12 months fixed term contract  |
| **CHILD SAFEGUARDING:** Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check.  |
| **ROLE PURPOSE:** For 100 years we have been fighting for children every single day so that they can make their mark on the world and build a better future. We do whatever it takes to make sure they survive, get protection when they are in danger, and have the chance to learn. With 25,000 dedicated staff across [116 countries](https://www.savethechildren.net/where-we-work), we respond to major emergencies, deliver innovative development programmes, and ensure children's voices are heard through our campaigning to build a better future for and with children.This role will bring expertise and support to embed Diversity, Equity and Inclusion into everything we do. With the help of the Global DEI Lead and other internal stakeholders, it will constantly shape and inform our DEI agenda across Save the Children International globally, ultimately making SCI a great place to work for all of our people. As DEI specialist, you will play a vital role in helping us embed our Diversity, Equity and Inclusion and Duty of Care policies and ensure we are fostering an environment in all our offices worldwide where all staff are free to be themselves at work. You will work closely with Global DEI Lead and other key stakeholders to provide technical expertise and inform structural improvements to our people and risk processes to ensure the safety and inclusion of all our staff (including LGBTQI+ staff) in line with our DEI and Duty of Care policies. This role would be great for someone who brings prior experience in DEI and, looking for their next challenge and opportunity to support one of the largest child rights’ organizations delivering critical work for children.  |
| **SCOPE OF ROLE:** **Reports to:** Global DEI Lead **Staff reporting to this post:** None**Indirect:** None**Budget Responsibilities:** None**Role Dimensions**: This role will primarily work with the Global DEI Lead, People & Organisation (P&O) team, Global Safety and Security team, Taskforce on Sexual Orientation, Gender Identity and Expression and Sex Characteristics (SOGIESC), Employee networks, SC members, Communications Unit, Senior Leadership team and CEO office. |
| **KEY AREAS OF ACCOUNTABILITY:** **Safety & Security:*** Support the review of comprehensive, inclusive and intersectional risk assessments to ensure consideration of all staff including lesbian, gay, bisexual, trans\*, queer/questioning, intersex+ (LGBTQI+) staff, working with the Global Safety and Security team and other internal stakeholders
* Work with the Global Safety and Security team and other internal stakeholders to maintain updated pre-departure forms, travel guidance, safety and security briefings and other trainings as needed to ensure adequate consideration of diversity including but not limited to SOGIESC issues
* Work with Global Safety & Security team to establish mechanisms to track anti-LGBTQI+ legislation to inform relevant policies and practices that safeguard staff
* Work with Global Safety and Security , Regional Safety and Security Directors, P&O and other functions as needed to assess workplace culture from a duty of care angle for all staff including LGBTQI+ staff and identify what is needed to support those colleagues to ensure alignment with relevant policies across the organisation

**Policies & Practices*** Provide DEI-related expertise to key internal stakeholders related to DEI including in relation to our policies, processes and workplace behaviours
* Work with P&O to review staff benefits, ensuring that they are accounting for the diverse needs of LGBTQI+ staff
* Work with Talent Acquisition to review hiring processes to ensure alignment of values to and inclusion of all staff including around SOGIESC issues
* Work with P&O to advise and promote career advancement and professional development opportunities for all staff, including LGBTQI+ staff.
* Work with P&O and employee relations colleagues to provide guidance for how to handle certain cases related to discrimination (including SOGIESC issues) to ensure consistent application of policies
* Work with P&O to appraise current policies to ensure non-discrimination and well-being of diverse staff, including LGBTQI+ staff
* Work closely with P&O and other internal stakeholders to better signpost staff (including LGBTQI**+** staff) to discretely access support where needed and/or create safe spaces

**Workplace Culture*** Support the design and rollout of suitable training for people managers and senior leaders for how to foster psychological safety among teams including on issues regarding sexual orientation, gender identity and expression and sex characteristics (SOGIESC issues)
* Monitor and research external diversity, equity and inclusion trends and best practice to ensure SCI is employer of choice for diverse candidates and staff
* Apply an intersectional lens across all DEI activity

**Stakeholder engagement*** Support and collaborate with the global SOGIESC Task Force as needed to advance priorities to institutionalize LGBTQI+ equality
* Support and promote the activities and objectives of employee networks (including DEI Council, MOSAIC, Womens’ Network, Employee Forum, Disability Support Network, LGBTQ+ network) through internal communication channels where it is safe and appropriate to do so
* Support and advance broader organizational DEI objectives through engagement with broader Save the Children members, including SCA DEI Taskforce and SCA P&O Leads

This is not an exhaustive list – no job can be fully defined in one, neat list. We’ll be looking for your flexibility to carry out other duties as may reasonably be required by the Global DEI Lead to meet the changing needs of the organisation.Like all members of staff, you’ll be expected to act in a manner consistent with:* SCI’s vision, mission, and values;
* All our policies and procedures;
* The charity’s Code of Conduct, policies and procedures;
* Our commitment to accountability and transparency;
* A commitment to diversity and inclusion and promoting equality of opportunity in all aspects of our work; and
* Discretion when dealing with confidential matters.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development and support to improve performance and behaviours and applying appropriate consequences when expectations are not met

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* provides and contributes to a workplace environment that is safe and inclusive for other team members
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** * Experience preferred, or educational background in Social Sciences, Feminist Studies, Critical Race, Gender Studies, Sociology, Anthropology
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| **EXPERIENCE AND SKILLS****Essential*** A proven track record of developing and implementing DEI and safety and security interventions in international organisation, including to support LGBTQI+ staff in the workplace
* In-depth knowledge of DEI and LGBTQI+-inclusive workplace best practices, concepts and interventions
* Significant experience working in and across a variety of global contexts and cultures
* Prior experience designing DEI interventions in a workplace setting including trainings and workshops
* Familiarity with legal matters related to DEI including the Equality Act 2010
* Excellent IT skills, to include Microsoft Office, Word, PowerPoint, Excel and Outlook
* Excellent interpersonal skills, collaborative style and approach, and ability to work both independently and effectively across cultures, functions and geographically dispersed teams
* Demonstrated ability to manage, influence and collaborate within a complex and political stakeholder network.
* The ability to think strategically, to identify the key DEI implications of the organization’s plans and to proactively create an integrated approach
* Strong influencing skills as well as the ability to operate in a complex, multi-faceted, geographically dispersed organisation
* An understanding of and commitment to the work and international context of Save the Children
* Cultural sensitivity and an ability to adapt communication style to meet the needs of global audiences
* Excellent written and verbal communication skills and an ability to present complex information into clear messages for a range of audiences
* Experience working in international / global organizations doing DEI-related work
* Commitment to Save the Children values
* Willingness and ability to travel overseas
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Diversity, Equity and Inclusion and Equal Opportunities**Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation. We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. **We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.**Reasonable adjustments will be made should any candidate invited to interview require this. The role holder is required to carry out the duties in accordance with the SCI Diversity, Equity and Inclusion policy and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI Code of Conduct the SCI anti-harassment, bullying and intimidation policy and DEI policy. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** Sophie Amili | **Date:** 23rd January 2024 |
| **JD agreed by:**  | **Date:**  |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |