

Equality, Diversity and Inclusion Manager

Job Pack



ArtsEd is a brilliant place to work, full of talented people doing what they love most in the world. For over 100 years, ArtsEd has been at the forefront of performing arts training in the UK, nurturing talent, and inspiring confidence. One of the UK's leading centres of conservatoire education, the training we provide is world-class, inclusive, contemporary, and focused on the constantly evolving needs of the industry in the 21st century.

ArtsEd employs around 170 people in a variety of teaching and support roles, as well as many more on a freelance basis. We expect a great deal from our staff, and in return, we provide a fulfilling, supportive, welcoming, and engaging environment, where people feel comfortable to be creative, open, and able to give their best.



ArtsEd Higher Education

ArtsEd is one of the UK's leading providers of degree-level conservatoire education. Our Foundation, BA and MA courses in Musical Theatre and Acting, create graduates who are innovative and resilient performers. We prepare our students for both the physical and mental rigours of the performing arts industry through a combination of outstanding vocational training and focused pastoral care. The success of our approach has led to our alumni playing a key role in the success of the UK's creative economy for many years and they include choreographers, directors, and producers, as well as performers.

*The future of this country's theatre
tradition depends on centres of excellence such as ArtsEd.*

Lord Lloyd Webber, ArtsEd President

ArtsEd Day School & Sixth Form

Our Day School & Sixth Form is a national centre of excellence for the study of the performing arts. Founded over 100 years ago, ArtsEd's ethos remains much the same today as it was then: to provide a broad and balanced education, stretching pupils to achieve their academic, artistic, and personal potential.

An independent day school like no other; ArtsEd is an international leader in performing arts education and a local and national leader in its wider academic provision. Our pupils enjoy a high-quality vocational programme delivered by committed and creative professionals, whose expertise instils in our pupils a passion for performance that feeds into all aspects of their educational and personal development. Our students spend time every day doing what they love, encouraging their development into happy, collaborative, and well-rounded individuals, fully committed to holistic education and, at 16+ or 18+, armed with a set of skills and experiences that prepare them for whatever pathway they choose to follow.

What do we offer?

The energy and passion at ArtsEd are tangible. We are a small, close-knit team, committed to supporting all our students to achieve their best. We offer competitive salaries, and our size means that we are able to provide tailored opportunities for staff to develop their skills and experience through internal and external programmes.

The health & well-being of our staff is a key focus and we have teamed up with Simply Health to offer a family-wide health plan that includes:

- a full Employee Assistance Programme, including face-to-face counselling and unlimited telephone support
- contributions towards a range of therapies, including sports massage, physiotherapy, and chiropractic appointments
- contributions towards dental and optical costs
- 24/7 GP appointments via telephone/webcam
- Lifestyle Discounts

In addition, staff are eligible for the following:

- Cycle to Work Scheme
- a 5% matched pension (after the relevant qualifying period)

Equality, Diversity and Inclusion Manager	
Department	Registry Team
Reports to:	Deputy Principal
Responsible for:	Skills Support Tutor
Working Pattern:	Part-time 4 days per week
Salary:	£33,700

ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2022 regulations and to hold an enhanced DBS.

Summary of the role:

The postholder will be responsible for providing proactive management of ArtsEd’s EDI strategy and plan, coordinating staff and student equality and diversity activities across the School and ensuring that the School meets it’s legal and moral obligations and commitments to this area.

The postholder will contribute to and lead on EDI projects and policy work, including proposals, papers and briefings for strategic bodies and senior managers. The Equality, Diversity and Inclusion Manager will undertake specific operational and strategic activities, as well as project work and must be able to engage with academic, creatives, professional staff and students in order to further promote ArtsEd’s inclusion agenda.

Key Responsibilities:

- To assist in formulating policies, procedures and practical guidelines as necessary in support of Equality, Diversity and Inclusive (EDI) practice and assist in their communication.
- To research EDI topics to develop and inform our policy proposals and operational activities as determined by the strategic direction of ArtsEd.
- Analyse staff and student equality data, identify trends and in conjunction with the Deputy Principal make recommendations for changes to policies, procedures and activities where necessary
- To initiate and participate in projects to promote and develop equality, diversity and inclusion at ArtsEd, building links with academic colleagues in and outside of ArtsEd
- Assist in developing and progressing strategic initiatives as part of working groups, as required by the Deputy Principal.
- Provide professional advice and work in collaboration with the Higher Education Schools and Day School and Sixth Form to realise ArtsEd’s equality objectives and actively contribute to the development of communication and promotion strategies, including targeted communication to increase institutional-wide awareness
- To support ArtsEd in its operational delivery of its responsibilities under the equality duty and support the School’s agenda through preparation of the application to relevant external and statutory bodies such as Advance HE, OFS and Ofsted etc.
- Taking lead responsibility for advising the Schools on Equality Analyses/Equality Impact Assessments of policies, procedures, practices, and decisions, on a proactive basis
- To support relevant working groups or services within the institution
- To maintain and develop contacts with key external partners, the Advance HE and the Leadership Foundation, Department of Education etc.
- To work closely with Human Resources on related initiative, e.g., reviews of relevant policies and procedures.

- To keep and maintain knowledge on legislative and practical changes, and emerging good practice that affect the EDI discipline
- To contribute to and prepare relevant papers and briefings on equality and diversity to committees and working Groups such as, the Board of Trustees and the EDI groups for students and EDI groups for staff.
- To oversee and develop the support available to disabled students and ensure appropriate reasonable adjustment practices are in place.
- With input from the Deputy Principal, deliver EDI-related training
- To lead on the EDI section of Staff Inductions and student induction at freshers' week
- Monitor developments in equality and diversity in the education sector and beyond, ensuring that ArtsEd is able to evaluate risk, anticipate change and maximise opportunities
- Contribute to maintaining the standards of service offered by the School and immediate team.
- To be a Designated Safeguarding and Welfare Officer.

Secondary Duties

- The post holder must have a good understanding of and adhere to Safeguarding and welfare requirements including being able to fully apply the Safeguarding and welfare rules when supporting students.
- The postholder must adhere to the staff Code of Conduct.
- The postholder must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equal opportunities, and compliance with Health and Safety in the workplace.
- The postholder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The postholder is required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD.
- The postholder be professional, co-operative, and flexible in line with the needs of the post and the school.
- All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post.
- ArtsEd is committed to the safety, wellbeing/welfare and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS.
- The postholder is required to undertake such other comparable duties as required from time to time.

Person Specification

Qualifications and Knowledge	Essential / Desirable	Assessment Method
Educated to degree level or equivalent and commitment to continuing professional development	Essential	Application
Specialist knowledge of the Equality framework/agenda and associated legislation as well as regulatory and an understanding of the statutory environment/requirements relating to Equality, Diversity, and Inclusion.	Essential	Application and Interview
A clear understanding of the complexity of Higher Education in relation to (i) student learning, (ii) the broader student experience and (iii) staff engagement.	Essential	Application / Interview and Exercise
Experience		
Experience of monitoring, reviewing and developing policies, and procedures as well as producing high quality written reports.	Essential	Application & Interview

Experience of analysing and using data to ensure decision making are barrier free and inclusive	Essential	Application & Interview
Experience of preparing EDI related applications or Charter marks	Desirable	Application & Interview
Experience of designing and delivering training to different audiences across an organisation.	Essential	Application & Interview
Experience of engaging senior level staff to develop and implement actions and /or identify and monitor KPI's related to EDI.	Essential	Application & Interview
Experience of committee support and servicing (including minute writing, report writing and presentation).	Essential	Application & Interview
Experience of working with a range of people and stakeholders, at different levels, within an organisation.	Essential	Application & Interview
Skills and abilities		
Ability to communicate complex information in an effective, concise and tactful manner, both orally and in writing with excellent attention to detail	Essential	Application / Interview
Ability to analyse and disseminate information efficiently and effectively including providing information and advice to colleagues on matters related to equality to support decision making including casework management.	Essential	Application / Interview and Exercise
Proficient IT skills across a wide range of applications, including general Office software.	Essential	Application
Excellent organisational skills with the ability to organise, delegate and plan effectively across competing institutional priorities/projects and communicate the impact.	Essential	Application and Interview
Able to negotiate, network professionally and influence across organisational boundaries to deliver a timely positive outcome diplomatically.	Essential	Application and Interview
Ability to work to professional standards with integrity, honesty and confidentiality.	Essential	Application and Interview