

ROLE DESCRIPTION

Role Title:	Staff Equality Network Lead
Band:	Existing banding on substantive role
Hours:	One day per week (offered as secondment alongside the existing role)
Tenure:	2 years
Reporting To:	Executive Sponsor and Trust Equality Lead
Accountable To:	Trust Equality Lead / Director of People and Culture
Main contacts:	Staff, managers and leaders, other network leads, People and Culture Team, Communication Team, Staff Side, external networks and other partner organisations

Role Description:

Staff Equalities Networks fulfil various functions including providing opportunities for social interaction, peer support, and personal development. Staff Equalities Networks can also contribute to the development of Trust policies and practices and have a pivotal role in channelling staff voices, building actions plans for organisation development, and improving working conditions of our workforce.

Staff Equality Network Lead will play a key role in shaping the equalities agenda for our Trust by leading and coordinating all aspects of the work of the network. The Lead will act as an expert on the subject matter of the network and manage all functions of the administration to ensure successful running of the network.

Key Duties and Responsibilities:

- Report to and agree annual work plan with the Network's Executive Sponsor in collaboration with network members
- Liaise with Trust Equality Lead, Director of People and Culture and People and Culture Manager in order to plan the work of the network
- Maintain a list of network contacts via NHS Mail Distribution List
- Draft communications material for the network and assist in the design and production of relevant documentation (e.g. posters, flyers, Intranet Page updates, etc.)
- Promote involvement in the network through internal communications and face-to-face engagement events (e.g. Corporate Induction, promotional stalls at various Trust sites, etc.)

- Organise meetings, conferences, workshops, and focus groups of the network
- Plan the agenda for network meetings in collaboration with network members and Executive Sponsor
- Provide regular updates and reports on network activity
- Take minutes at network meetings and capture all relevant actions
- Ensure that actions arising from network activity are followed up
- Lead projects or project streams for the network
- Produce annual network plan and track its progress
- Contribute to annual data submissions as well as annual celebration events
- Facilitate promotional events and send communications in order to raise awareness and profile of networks
- Raise invoices for venue hire, speakers, and any other expenses related to the network
- Answer any general queries regarding the network
- Provide advice and support to network members
- Lead network's social media accounts and communications
- Commission internal and external facilitators for network workshops and events
- Liaise with external stakeholders and national bodies
- Liaise with counterpart Leads in other Trusts and organisations to share best practice
- Work in line with the Trust's policies and procedures
- Complete any other relevant administrative duties as needed