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| <b>Role Title:</b>     | Women's Network Lead x2  |
| <b>Band:</b>           | Existing banding on substantive role   |
| <b>Hours:</b>          | One day per week (offered as secondment alongside the existing role)   |
| <b>Tenure:</b>         | 2 years  |
| <b>Reporting To:</b>   | Executive Sponsor and Trust Equality Lead  |
| <b>Accountable To:</b> | Trust Equality Lead / Director of People and Culture   |
| <b>Main contacts:</b>  | Staff, managers and leaders, other network leads, People and Culture Team, Communication Team, Staff Side, external networks and other partner organisations |

### Women's Network Lead

**If you are Ambitious, Brave and Compassionate there has never been a more exciting time to join our team!**

We are looking to recruit **two** Network Leads for our Women's Staff Network. The candidates need to be passionate about equality, diversity and inclusion, and excited to support the Trust in its journey of shaping and implementing the equalities agenda. Join us to celebrate women's skills and talents, connect with colleagues and challenge gender stereotypes.

This is a fantastic opportunity to develop and apply your skills and knowledge to support and shape a range of initiatives aimed at improving working conditions for all our staff, and to develop and maintain a representative workforce and inclusive leadership. Previous post holders have commented on the personal growth in confidence, organisational networking – both inside and outside the Trust, and the supportive culture within all of the different Network Leads and Sponsors group, making the role really rewarding.

## ELFT Equality Networks

There are five Staff Equality Networks at ELFT

- Women's Network
- BAME Network
- ELFT Ability Network
- LGBTQ+ Network
- Intergenerational Network

Each network fulfils 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.

## How it Works

The role is for one day a week for two years, as protected time from your existing position, and in addition to your current role within the Trust. For example, if you work 5 days per week, then the 5th working day will be dedicated to this Network Lead position and you will continue your employment in your substantive role for the other 4 days per week.

Your banding will remain the same as your main substantive role. Your specific Network responsibilities will be discussed and agreed with your Network's Executive Sponsor.

The role will be re-advertised following two years tenure.

**Please note:** you must discuss the practicalities around the one day per week commitment with your line manager and receive approval from them in order to apply for the role.

## Want to find out more?

For an initial discussion, please contact Philippa Graves via Marion Savariaud (Executive Assistant to Philippa Graves, [marion.savariaud@nhs.net](mailto:marion.savariaud@nhs.net) ) for an appointment to discuss.

## Expression of Interest

Expressions of interest to include:

- 'Three reasons to shortlist me'
- A summary of 'What I would like to achieve with the Network over the next two years'.

**Please submit your expression of interest to Philippa Graves  
via [philippa.graves1@nhs.net](mailto:philippa.graves1@nhs.net) by Monday 8<sup>th</sup> August 2022**

## Women's Network Lead Role Description

Working closely with the Executive Network Sponsor, Philippa Graves, this role will enable you to apply your communication and engagement skills to build, coordinate, and deliver plans that will support our Trust's equality, diversity, and human rights agenda. You will play a key role in channelling staff voices and coordinating equalities activities within the Women's Network. Now, perhaps more than ever, women need a forum where they can keep up to speed with the legislative, political, and impactful changes linked to high profile concerns for women, for example HRT and whether it should be free under an NHS prescription. Also how do we encourage more women to pursue technical careers if they wish to or achieve a better life balance whilst enjoying a successful career.

| <b>Key Duties and Responsibilities</b>  |
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| 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  |

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| 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                            |