

KINGSTON HOSPITAL NHS FOUNDATION TRUST DIVERSITY CHAMPIONS

FURTHER INFORMATION AND ROLE DESCRIPTION

Purpose of the role

The Diversity Champions will work within their various departments/cluster/service areas to support delivery of the Trust's Equality Diversity & Inclusion Strategy and Action Plan and help to drive behavioural and cultural change across the organisation. The role of the EDI Champion is important because they will work at service level helping to create a fair, accepting, inclusive and educated culture which in turn will help to reduce the chances and any occurrence of discrimination allowing employees to feel welcome, cared for, safe and valued.

What will Diversity Champions do?

The Diversity Champions will:

- Help to raise awareness of equality, diversity and inclusion and the Trust's strategy and action plan
- Be the point of contact for staff in their department and advise informally on equality, diversity and inclusion issues and procedures
- Encourage individuals to speak up on any issues or concerns they may have
- Raise awareness of relevant policies and guidelines reiterating local adherence to these
- Share information on Trust initiatives and opportunities such as reverse mentoring, inclusive interviewing, listening events
- Encourage membership of the Trust's staff networks
- Support inclusive recruitment and selection by ensuring their department adheres to the policies and guidelines

Who can be a Diversity Champion?

The role is open to all staff and is particularly encouraged for leaders within their department with the remit to cascade essential information to their teams and provide leadership support on equality diversity and inclusion matters.

Training & Support

Diversity Champions will receive regular training and support from the Equality Diversity and Inclusion Team and will include:

- A guided review of the ED&I Strategy and Action Plan

- Information on equality reports such as Gender Pay Gap, WRES and WDES reports
- Equality, Diversity & Inclusion Training and updates
- Active Bystander Training
- Inclusive recruitment and selection training
- Attendance at quarterly meetings with the EDI team
- 1-1 support from the EDI Team

Role Description

1. To disseminate information on equality, diversity and inclusion initiatives and activities and promote and share best practice within their department/services and the wider organisation
2. To engage and communicate regularly with staff on equality diversity and inclusion matters and help foster a culture of learning and good relationships
3. To share local issues with other Diversity Champions and the EDI Team at quarterly meetings
4. To support the delivery of the Trust's Equality, Diversity and Inclusion Strategy
5. To encourage staff involvement in EDI initiatives and membership of staff networks
6. To raise awareness of equality, diversity and inclusion issues ensuring that these are discussed at team meetings
7. To participate in and support inclusive recruitment and selection by partaking in interview panels and ensuring their department adheres to the Trust policies and guidelines
8. To participate in task and finish groups that may be required to address any emerging equality, diversity and inclusion issues
9. To participate in the promotion and development of equality, diversity and inclusion events held by the Trust
10. To be a point of contact for staff who have queries on equality diversity and inclusion and sign post any staff who wish to raise concerns to the appropriate persons
11. To identify training needs or any support needed within the department/ service in relation to equality diversity and inclusion
12. To attend equality, diversity and inclusion training and any other relevant training as required
13. Attendance at quarterly meetings with other Diversity Champions and the Equality, Diversity & Inclusion Team
14. A commitment of approximately 1.5 days per month to carry out the role

Person Specification

1. The post holder will have a passion for equality, diversity and inclusion and a commitment to promoting this within the organisation
2. Cultural awareness and a positive attitude towards the provision of equitable services
3. Effective communication skills and an approachable manner
4. Team working with colleagues and other stakeholders to identify issues and contribute to problem solving
5. Handling sensitive or confidential information that others may have shared with discretion and escalating to the appropriate person if necessary