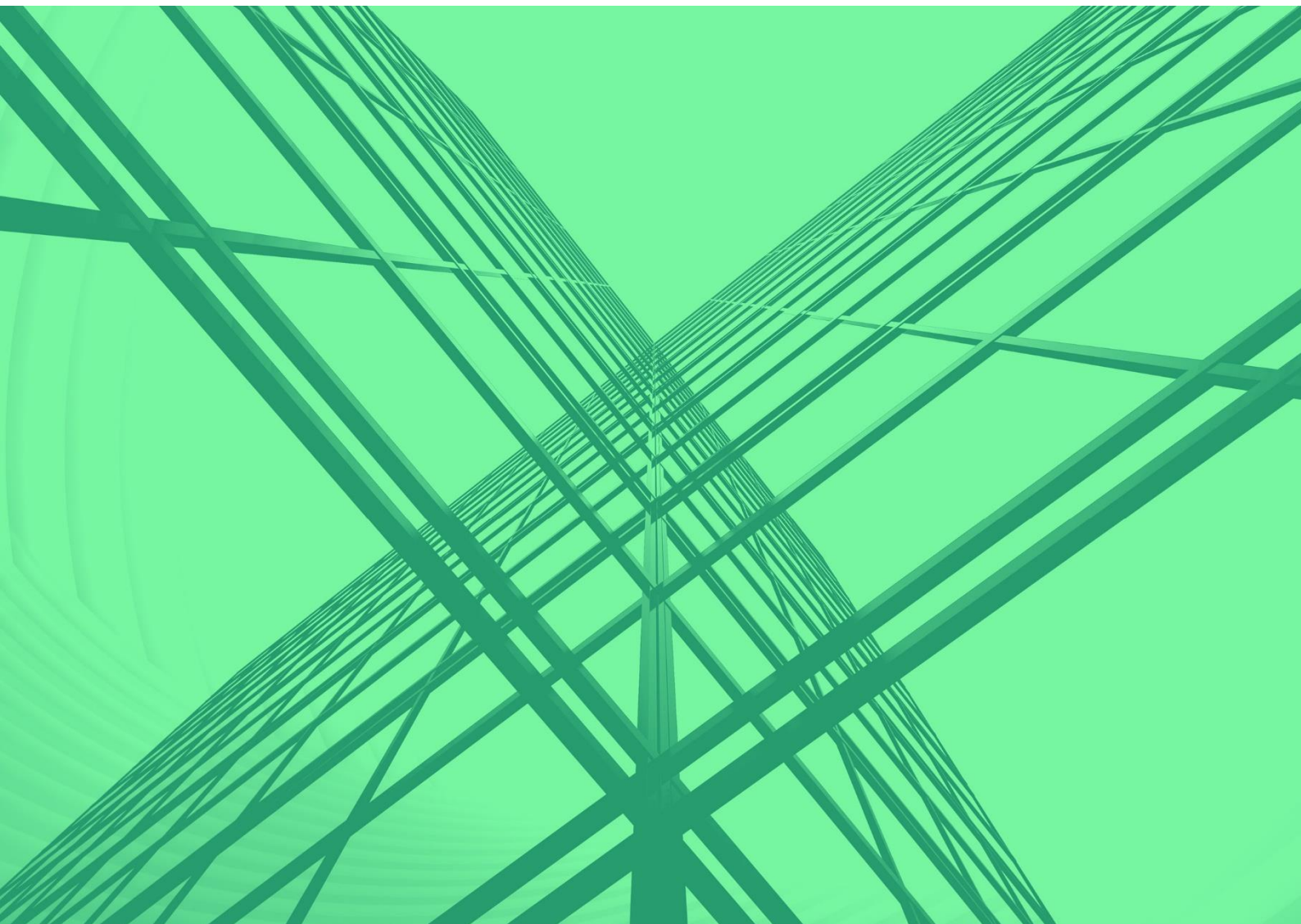


Inclusivity Programme Manager

CANDIDATE PACK

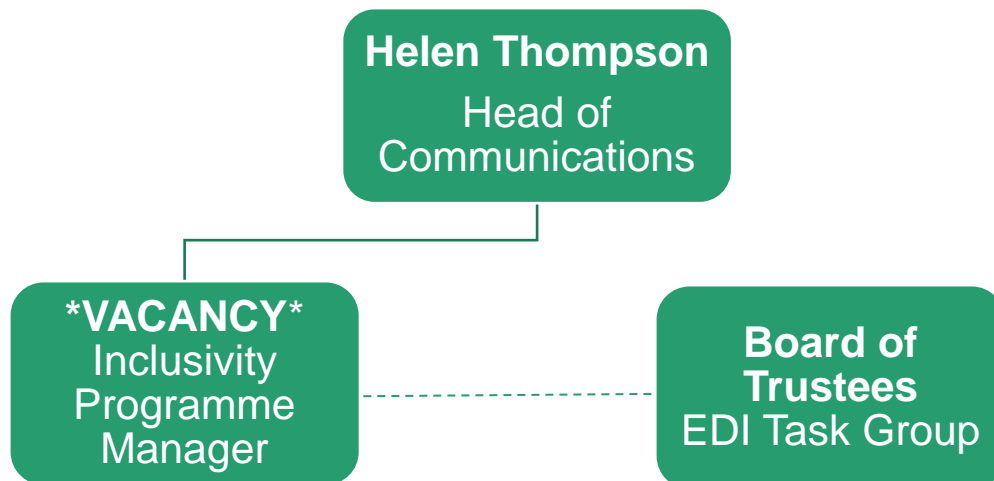
Full Time

35 hours per week- FTC for 18 months



The Inclusivity Project

This role will report to the Head of Communications whilst working across the whole organisation. They will work closely with the Board of Trustees - Equity, Diversity and Inclusion (EDI) Steering Committee and Task Groups.



This is a new role which will be focused on a specific project to initially set up and support our member-led EDI Task Group and subgroups. These task groups, with your support, will lead the direction of our EDI membership initiatives.

A primary focus for the Institution in 2024 championed by our current President, is to create a powerful mentoring scheme for our members that at its heart will ensure that all our members, irrespective of their background, have the best chance possible to develop in their career as Structural Engineers and as members of our Institution. Your role will be to implement and manage this scheme and ensure it delivers our inclusivity goals.

As our Inclusivity Programme Manager you will work across the organisation, supported by our Head of Communications to support the delivery of current and new EDI initiatives. This is an exciting opportunity to be at the forefront of change.

If you have experience of delivering time bound EDI projects led by volunteers, then we would love to hear from you.

Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 74 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open-plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit in to our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on:

Full job description and person specification	pages 4-7
Salary and package details	page 8
How to apply	page 9

More about us:

Our organisation, governance and values	page 10
Organisational Structure	page 12

Job description and person specification

1. Job details

Job title:	Inclusivity Programme Manager (fixed term for 18 months)
Reports to:	Head of Communications
Responsible for:	No direct reports
Date:	April 2023
Location:	The Institution's HQ, London or elsewhere as reasonably required.

2. Job purpose

To support and act as adviser to the Institution's Trustee Board's Equity, Diversity, and Inclusion (EDI) Steering Committee and any related task groups.

To help drive forward equity, diversity, and inclusion membership initiatives to support our Institution's values, principles, aims and objectives to be an inclusive organisation.

To work with stakeholders within the structural engineering profession to ensure IStructE proactively engages and participates in the profession's drive to become a more accessible, diverse, and inclusive profession.

To work with our communications team to enhance our voice as a professional Institution on EDI and work collaboratively across the organisation's departments to embed diversity and inclusion principles across all that we do.

3. Role and responsibilities

1. To act as secretariat to the Institution's Trustee Boards Equity, Diversity and Inclusion (EDI) Steering Committee and any related task groups, taking minutes, following up on actions and reporting on strategic proposals, objectives and outcomes to the Trustee Board and Council.
2. To implement and manage the Institution's members mentoring scheme with the aim of the scheme delivering equality outcomes, with a particular focus on social inclusion.
3. To monitor our progress against the Royal Academy of Engineers 'Diversity Framework' of which IStructE is a signatory and propose and monitor our internal 'improvement plan'.
4. To work with the EDI Steering committee to explore barriers to participation in our activities amongst our membership and create a proactive plan of action.
5. Work across the Institution to support our current work to widen inclusion and promote accessibility on our panels and committees.
6. Support the Learning and Development directorate to increase the diversity of chairs, speakers and panellists and to ensure our sponsors relate to and support our diversity aims.

7. Work with the Head of Communications and the Marketing and Communications directorate on communication content and appropriate language that supports and promotes our EDI initiatives.
8. Support current work being undertaken on appropriate and affordable volunteer training in EDI to support their work for us and their conduct when undertaking their roles as IStructE volunteers.
9. Inform the work of the Digital, Data and Technology team where appropriate in the gathering, monitoring and use of EDI data to support the Institution's work. Actively use data as a decision-making tool in this role.

4. General responsibilities

1. Take responsibility for maintaining own CPD to ensure awareness of upcoming changes in legislation, trends and proven practise in relation to EDI and share as appropriate within the wider organisation.
2. To explore the work of other comparator organisations, particularly engineering institutions, in the area of EDI to learn from and apply proven practice and initiatives.
3. Deliver programmes of work to budget and schedule – delivering evaluation reports and impact assessments
4. Make suggestions for improving processes, systems etc. which support the efficiency and stability of the Institution.
5. Comply with all Institution Policy and Procedures.
6. Any other reasonable ad hoc duties as requested.

5. Communications and working relationships

1. All members of the Institution, particularly the Trustee Boards EDI Steering Committee and Task Group representatives who will be liaised with regularly in this role.
2. All employees of the Institution.
3. External Bodies – Royal Academy of Engineers and other stakeholders and alliances.

6. Knowledge, skills and experience required

Criteria	Essential/Desirable
Qualifications and Knowledge	
Undergraduate degree or vocational equivalent.	D
A good standard of education, including A levels or vocational equivalent.	E
Demonstratable knowledge and experience of the EDI space, leading practices and ideologies	E
Strong understanding of EDI in the context of a membership/volunteer environment	E
Knowledge and appreciation of the Engineering profession	D
Knowledge of Equality legislation in the UK (and internationally)	E (D)
Skills	
Excellent organisational skills, able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream workload with the ability to work under pressure to meet tight deadlines.	E
Excellent written and oral communication skills with the ability to present and explain detailed information clearly and succinctly.	E
Good analytical and problem-solving skills	E
Attention to detail, accuracy and ability to check detailed information, able to critique own work and the work of others.	E
Flexible and resourceful, able to manage and work independently and across a small team and collaboratively across other departments and teams on joint area of work and initiatives.	E
Proven networking skills amongst internal and external stakeholders	E
IT Skills:	
Word/Outlook/Excel and PowerPoint to Intermediate standard	E
Experience	
Utilising and working with Boards and/or volunteers in a professional membership or not for profit (NFP) organisation	E
Project managing the creation of a strategic plan for implementation, specifically within or including EDI initiatives	E
Experience of engagement processes	E
Reporting on and being accountable for task group actions	E
Managing a project with a budget, monitoring and reporting on spend.	E

Criteria	Essential/Desirable
Working within a professional body, membership organisation or Not for Profit (NFP).	E
<u>Other</u>	
The job holder may be required to travel in the UK (and at times internationally) to attend and support committees and events etc.	E (D)

This job description does not form part of the contract of employment and may be subject to change.

Salary and package details

Salary: £38,000 - £42,000 per annum subject to experience

Contract: Full time – 35 hours a week within a flexi-time system – Fixed Term for 18months

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

Benefits on commencement:

- Life Insurance (death in service benefit)
- Eye care and glasses- eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme
- Pension- can join the pension scheme from any date after commencement in Tier 1 (employer 6%, employee 3% minimum contributions)
- 25 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave
- Flu vaccination voucher

Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 6%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 9%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme which includes a discounts and savings platform and access to additional health services (e.g. counselling, physio, 24 hour online GP, nutritionist and personal training sessions) via an app-based service

On successful completion of a 6-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by AXA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Season ticket loan (non-taxable)
- Cycle to Work Scheme
- Paid maternity, paternity, adoption and carers leave at rates of pay higher than statute, subject to service requirements as per the current policies.

How to apply: the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our [website](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications, we receive we cannot write to all applicants.

Applicants must possess a current right to work in the UK.

The Institution does not hold a visa sponsor licence, therefore, applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.

The selection process will consist of a virtual interview with the manager for this post, the Head of Communications alongside the Head of HR. The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team, or the Institution. The second stage of the selection process will be a face-to-face interview with the Head of Communications, Head of HR and the Deputy Chief Executive. This final part of the selection process will include a presentation.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.

The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance

The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 70 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

Competence

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

Accessibility and diversity

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

Community

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](#).

Our Work

Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

Resilience

The Institution support the efforts to build [resilient](#) communities- taking measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The [Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

Young Members

IStructE is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

Support

Our [Benevolent Fund](#) offers support to current and former IStructE members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.

Organisational Structure

