

EDI Manager (Membership)

Job details	
Directorate:	Membership and External Affairs
Department:	EDI and Wellbeing
Team:	EDI and Wellbeing
Grade:	Specialist B
Reports to:	Head of EDI and Wellbeing
Line management responsibilities:	No
Location:	London

Role overview

Together with a broad range of colleagues, members and stakeholders, design and deliver high quality equality, diversity and inclusion (EDI) projects and programmes that result in relevant and impactful outputs to support our members to implement and embed EDI.

Core duties of the role:

The post holder will:

- Develop and deliver relevant and impactful outputs, including guidance, resources, tools, frameworks, and initiatives to share what works and support our members to implement and embed EDI and meet our member-facing EDI strategic goal.
- Work collaboratively and effectively with a broad range of colleagues, members, and external partners
- Utilise project management methodologies and tools to manage the overall delivery of multiple and concurrently running impactful EDI projects, ensuring milestones are clearly communicated and met, proactively identifying any barriers or issues and working effectively to resolve them, ensuring work meets expectations and is completed to a high standard
- Ensure robust EDI evidence and insights, including existing data sources and member insights, and EDI best practice informs project scope, design, and delivery

- Where appropriate commission new research and gather qualitative insights through focus groups and roundtables, directing the work of contractors or consultants, as required
- Bring together diverse and effective working groups and project groups of members and stakeholders using Law Society volunteer engagement routes to shape the projects ensuring programme outcomes align to the EDI strategic goal and agreed workstreams.
- Ensure appropriate evaluation processes are in place across all activities, producing output/outcome reports as required.
- Work well with the EDI Lead (Membership) and Head of EDI and Wellbeing on reporting and delivery against the Business Plan and other planning documents, providing credible and reliable reporting orally and in writing to relevant internal and member-led groups.
- A proactive approach to supporting the Law Society with its commitment to equality, diversity and inclusion at work, to include proactively supporting a respectful, welcoming and supportive working culture
- Work flexibly on projects across the EDI and Wellbeing (Membership) team to support delivery of the wider team workplan
- Contribute to other Law Society initiatives, projects and campaigns, both internal and external facing

Skills and attributes:

Criteria (knowledge, skills and attributes)	Assessment stage
Essential: Proven experience in an equality, diversity and inclusion (EDI) programme role or equivalent in a complex, fast-paced organisation	Application Form
Essential: Proven experience of designing, implementing and evaluating EDI change initiatives or programmes which have delivered positive and measurable outcomes	Interview
Essential: Proven experience of developing clear and engaging content and resources that support organisations to make positive progress on EDI	Application Form
Essential: Proven programme and project management experience, capable of running multiple concurrent projects to successful fruition	Application Form
Essential: Strong stakeholder management skills, with proven experience of building relationships and working collaboratively and effectively with a broad and diverse range of people including colleagues and external stakeholders at all levels	Application Form
Essential: Strong knowledge of equality, diversity and inclusion including legislation, best practice and what works to drive positive change	Interview
Essential: Excellent communication skills including proven skills in presenting information and communicating complex issues	Interview

confidently to a wide range of stakeholders in a credible and engaging manner	
Essential: Good analytical skills, able to analyse, interpret and report on EDI data and evidence	Interview
Essential: Experience of delivering high quality work on time and to expectations during busy and demanding periods	Interview
Essential: High level of initiative, with a considered and balanced approach to problem solving and decision-making	Application Form
Essential: Ability to respond to challenges and conflicting views in a considered and balanced way and to build consensus around a proposed approach	Interview
Essential: Able to plan, organise and prioritise work activities as needs arise to ensure programme goals are achieved whilst maintaining a positive can-do approach	Interview
Essential: Able to effectively manage and prioritise workload during busy periods to produce high-quality outputs	Interview
Desirable: Knowledge and understanding of current EDI challenges in the solicitors profession	Application Form
Desirable: Monitoring and evaluation experience, and experience of applying a continuous improvement approach to ensure that programme planning and delivery is informed by ongoing evaluation.	Application Form
Desirable: Experience of working in a membership/professional body or similar organisation	Application Form
Desirable: Experience of commissioning and managing agency contracts	Application Form

Organisational chart

