

# EDI Lead (Membership)

Job details	
Directorate:	<b>Membership and External Affairs</b>
Department:	EDI and Wellbeing
Team:	EDI and Wellbeing
Grade:	Senior Specialist / Leader A
Reports to:	Head of EDI and Wellbeing
Line management responsibilities:	Yes
Location:	London

## Role overview

The EDI Lead (Membership) leads the delivery of our member-facing equality, diversity and inclusion (EDI) strategic goal workstreams. This includes leading and line managing a team of four EDI Managers (Membership) designing and delivering relevant and impactful outputs to support our members to embed EDI. The role will oversee the design and delivery of projects and programmes, ensuring outputs are aligned to our EDI strategic goal, evidence and insight-based, member informed and impactful. T

The role will be responsible for the measurement of the impact and reporting of these strategic goal workstreams, as well as responsible for the EDI elements of the department budget.

Reporting to the Head of EDI and Wellbeing the role holder will play a key role in coordinating member-facing stakeholder engagement on EDI, ensuring collaboration within the EDI and Wellbeing (Membership) team and with other internal teams, members and external stakeholders and partners.

## Core duties of the role:

The post holder will:

### Leadership and stakeholder engagement

- Lead the delivery of the Law Society's member-facing strategic goal on EDI and associated workstreams.

- Lead on engagement with key internal and external networks and stakeholders, developing and maintaining positive relationships.
- Act as first point of contact for member-facing EDI matters and queries and delegate as appropriate among the team. Implement new processes and structures to respond to internal and external queries on member-facing EDI issues, approving briefings/press lines etc. within an agreed framework.

#### Project management

- Ensure appropriate project management methodologies and evaluation frameworks are implemented for all projects, aligning outcomes to the Law Society's member-facing EDI strategic goal, using data to track impact, and producing output/outcome reports as required.
- Ensure knowledge, insights and best practice from programmes and activities within the team and across the Law Society inform and enrich the work across the EDI strategy programmes and projects and wider Law Society activities
- Coordinate and work with teams across the Law Society, relevant committees, and the Member Advisory Forum to ensure member input informs and shapes project design and outputs, and key segments and audiences are engaged and informed as appropriate throughout the strategy period. Ensure all working groups are managed effectively, and in line with agreed volunteer frameworks.
- Liaise with the communications team to ensure communication and dissemination of programme outputs and outcomes to key audiences.
- Oversee the commissioning (in-house or external) of any new research and insights gathering activities across the team, supporting the team to ensure EDI best practice informs project scope, design and delivery.
- Develop budgets, manage resources and control of expenditure for the EDI elements of the departmental budget. This includes supporting the Head of EDI and Wellbeing with month/quarter/year-end reporting and setting future budgets.
- Ensure regular updates are provided to the Head of EDI and Wellbeing and relevant Committees.

#### Line management and wider team development

- Manage, coach, support and guide the work of the EDI team, ensuring the smooth and effective delivery of outputs in line with individual, team, and organisational goals. This will often include effective collaboration with a range of colleagues to meet deadlines.
- Play an active role in the management of the wider department and work closely with Wellbeing Lead (Membership) and Head of EDI and Wellbeing to make sure plans and outputs are aligned.
- Together with the Head of EDI and Wellbeing, set team objectives and targets that ensure the effective and efficient delivery of the team's performance. Shared responsibility for team wellbeing and development.
- Guide the department and wider organisation in the continuous improvement of our ways of working and outputs.

- Support the Head of EDI and Wellbeing in the smooth management of the department, picking up ad hoc requests when needed and deputising where required.

### Skills and attributes:

Criteria (knowledge, skills and attributes)	Assessment stage
<b>Essential:</b> Strong people management skills, with experience of leading a team to continually adapt in a changing environment.	Application Form
<b>Essential:</b> Significant experience in an equality, diversity and inclusion (EDI) programme role or equivalent in a complex, fast-paced organisation	Application Form
<b>Essential:</b> Demonstrable track record of designing, implementing and evaluating large-scale EDI change initiatives or programmes which have delivered positive and measurable outcomes	Application Form
<b>Essential:</b> Monitoring and evaluation experience, and experience of applying a continuous improvement approach to ensure that programme planning and delivery is informed by ongoing evaluation.	Interview
<b>Essential:</b> Extensive experience of managing complex, multi stakeholder projects	Interview
<b>Essential:</b> Excellent problem-solving skills and capacity to deal with complex issues	Application Form
<b>Essential:</b> Excellent stakeholder management skills, with proven experience of building and maintaining effective working relationships with a broad and diverse range of people including colleagues, members, and external stakeholders at all levels	Application Form
<b>Essential:</b> Expert knowledge and understanding of equality, diversity and inclusion issues, challenges, current best practice and what works to drive positive change, as well as legal and regulatory considerations	Application Form
<b>Essential:</b> Knowledge and understanding of current EDI challenges in the solicitors profession	Interview
<b>Essential:</b> Experience of commissioning and managing agency contracts	Application Form
<b>Essential:</b> Excellent communication and interpersonal skills with the ability to be clear, accurate, concise and engaging.	Interview
<b>Essential:</b> Able to engage with, command the respect of and influence senior stakeholders	Interview
<b>Essential:</b> Strong emotional intelligence and interpersonal skills, with the ability to quickly form positive and collaborative relationships with colleagues at all levels.	Interview

<b>Essential:</b> Self-motivated, flexible, proactive and positive attitude, with the ability to inspire the same approach in others.	Interview
<b>Essential:</b> Ability to respond well to change and adapt to changing circumstances.	Interview
<b>Essential:</b> Strong planning, analytical and organisational skills, including the ability to multi-task and manage competing priorities.	Interview
<b>Essential:</b> Able to effectively manage and prioritise workload during busy periods to produce high-quality outputs	Interview
<b>Desirable:</b> Relevant professional qualification	Application Form
<b>Desirable:</b> Specialist knowledge in one or more area within diversity and inclusion and/or equality law	Application Form
<b>Desirable:</b> Experience of working at and/or providing advice on EDI to a membership/professional body or similar organisation which works with a wide community of stakeholders	Application Form

## Organisational chart

