



Job title: Equality, Diversity and Inclusion (or EDI) Trainer

Location: Office based in London with flexibility to work remotely

Reports to: EDI programme manager dotted line to –
Senior HR and OD Business partner

Status: Fixed term contract for 12 Months, 0.8 FTE

Introduction to multiple sclerosis and the MS Society

Over 130,000 of us in the UK have multiple sclerosis (MS). It's unpredictable and different for everyone. It's often painful and exhausting, and can cause problems with how we walk, move, see, think and feel. It can make it hard for us to work, and do the things we enjoy. But it doesn't have to be this way.

We're the MS Society – a community of people living with MS, scientists, campaigners, volunteers and fundraisers. We understand what life's like with MS, and we support each other through the highs, lows and everything in between. And we're driving research into more – and better – treatments for everyone. Together, we are strong enough to stop MS.

Purpose

As EDI Trainer you will deliver a renewed EDI training offer which is centred on the training needs of the MS Society. The training offer should create safe spaces and increase colleagues awareness and knowledge of a number of EDI related topics. You will design a training offer that is sustainable and will help support and underpin our aspirations for improving our culture. This training will be delivered to all colleagues and volunteers in specific roles.

Key relationships:

Internal

EDI Programme Lead
HR and Organisational Development Team
Volunteering teams
Project teams – Penguin
Internal Comms

External

The post holder works closely with our volunteers.

Add organ chart

Key accountabilities:

Our EDI Trainer will support the delivery of our Employee Engagement transformation programme to deliver our strategic goals; vision by:

- **Detailed Responsibilities**

- To design an EDI training programme which meets the needs of the MS Society and which supports our aspirations to create a welcoming and inclusive culture. The training should support improvements in knowledge and awareness, as well as confidence to be an active ally and challenge negative behaviours.
- To deliver this training to all our current colleagues and a proportion of our volunteers (role dependent).
- To evaluate the impact of the training and use the feedback received to inform the ongoing development and delivery of the training.
- To design a road map to ensure our EDI training offer is sustainable for all future colleagues. The roadmap should contain steps for supporting evaluation to ensure training continues to be fit for purpose and relevant, including up to date language and terminology.
- Working closely with the L&D team, support the design and implementation of various training programmes associated with behavioural change (organisational development)

- **Team work**

- To contribute knowledge and support against our wider EDI and OD commitments
- To support our EDI lead to embed EDI awareness and best practice across the organisation.

- **Monitoring and reporting on performance**

- Monitoring performance information against objectives, outcomes and KPIs.
- Taking corrective action in a timely manner when necessary.
- Communicating effectively with the EDI programme manager and Senior HR and OD Business Partner.

- **General**

- Compliance with our governance procedures, policies and procedures.
- Contribute to a positive working environment in which equality and diversity are valued and members of staff are enabled to do their best.
- Responsible for the effective use of financial and other resources.

- **Other Duties**

- To be prepared to travel to meetings across the UK and be away from home overnight, as the job reasonably demands

- To undertake any other works as could be expected of an EDI Trainer

Our values

We expect everyone who works with us to model and promote our values:

Bold

We are brave and innovative. We're not afraid to take risks and speak out, even when it is not easy. We are pioneering and dynamic in our approach to achieving our goals. We will campaign and push boundaries, and will not give up until we have beaten MS.

Expert

People with MS are experts in their own condition. We bring together their own experience and knowledge, along with that of staff, volunteers and professionals, and the best available evidence, to improve the lives of people affected by MS.

Ambitious

We do not accept the status quo. We set high standards and work hard to reach them, driving real change. We push the boundaries and are positive about beating MS.

Together

We achieve success by working with the whole MS community. We are collaborative and inclusive in our approach to succeed in delivering our goals. Everything we do shows we support and care about each other.

Person specification

In addition to demonstrating our core MS Society competencies that are listed at the end of this job description, the role requires knowledge and skills in the areas of:

Qualifications

Essential

- A levels/equivalent qualification or
- Relevant professional experience, which demonstrates equivalent academic skills.
- Evidence of continuous professional development.

Experience

Essential

- Experience and an excellent working knowledge of EDI and OD best practices
- Experience of developing and co-producing creative learning solutions
- Experience of working with various learning solutions; e-learning, self-directed, classroom environments.
- Experience of cross-functional working to develop, implement and deliver to common goals
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Desirable

- Experience of rolling out training solutions to scale and to geographical dispersed individuals

Knowledge and skills

Essential

- Demonstrable commitment to collaborative team work.
- Demonstrable commitment to inclusive working, ensuring equality and valuing diversity.
- Project management skills, able to plan and deliver projects of time and within budget
- Solutions focused, able to act on own initiative and approach complex problems with a can-do attitude
- Excellent interpersonal skills, and able to influence / persuade a wide range of stakeholders.
- Excellent written and verbal communication skills, with the ability to communicate effectively in a wide range of media and audiences.
- Good organisational and workload management skills.
- Excellent IT skills, including the use of Microsoft Office, and a proven ability to gain competence in new systems and tools
- A good understanding of modern learning and development theories, approaches and methods

Desirable

- NA

Employment terms

Grade: E2

Signed by post holder

Date

Signed by Executive Director

Date



MS SOCIETY JOB DESCRIPTION

MS Society Core Competencies

June 2020

Competence	Descriptor: behaviours that can be observed	Linked to BEAT values
Fosters co-production	<p>Acts with and for the MS Community, seeking the expertise of people living with MS to co-produce services and solutions.</p> <p>As a team manager, supports individuals to deepen their knowledge and understanding of the MS Community, sharing their own experience and examples of doing so.</p>	<p>Together</p> <p>Expert</p>
Open to change and innovation	<p>Challenges the status quo to find new and better ways of working, adapting and responding to change and learning from failure.</p> <p>As a team manager, supports and motivates team to try new things, pursue innovation that leads to better organisational outcomes, and share lessons from failures.</p>	<p>Bold</p> <p>Ambitious</p>
Sound decisions	<p>Makes timely decisions with appropriate information, balancing evidence and insight with appropriate risk assessment and action.</p> <p>As a team manager, makes and acts upon clear, transparent and timely decisions even in challenging circumstances, encouraging robust dialogue around assumptions and outcomes.</p>	<p>Ambitious</p> <p>Expert</p>
Collaborative	<p>Invests time and energy to establish trust and build positive working relationships with</p>	<p>Together</p>

working	<p>individuals and teams across the organisation.</p> <p>As a team manager, actively enables learning and working as a team, supporting the work of other teams and creating opportunities for cross organisational working.</p>	
Effective Communication	<p>Demonstrates active listening skills and communicates clearly and succinctly in a range of formats, tailoring messages to audiences as appropriate.</p> <p>As a team manager, engages team through seeking feedback, listening and responding to different viewpoints while ensuring everyone is clear about key messages, role expectations and organisational goals.</p>	<p>Together</p> <p>Expert</p>
Outcome focussed	<p>Focuses on impact and the priorities, resources and deliverables needed to achieve desired outcomes.</p> <p>As a team manager, maintains focus on successful outcomes rather than hours worked, empowering and trusting people to be responsible and accountable for their work.</p>	<p>Bold</p> <p>Together</p>
Inclusivity	<p>Treats people fairly and respectfully regardless of background, role or status, seeking to understand and incorporate different values and viewpoints into decisions and work.</p> <p>As a team manager, promotes an inclusive culture that recognises and values what each individual brings to the team, ensuring reasonable adjustments are put in place to support this.</p>	<p>Together</p>
Accountability	<p>Takes responsibility for work and personal actions; delivers on commitments, indicating where work is behind and help is needed, and acknowledges and learns from mistakes.</p> <p>As a team manager, sets and communicates clear expectations for self and others, speaks up and appropriately challenges when things aren't working and addresses</p>	<p>Bold</p> <p>Expert</p> <p>Ambitious</p> <p>Together</p>

	problems quickly and transparently.	
Tech Savvy	<p>Embraces rapidly changing technology solutions, and understands how technology improves delivery of goals and drives efficiency and effectiveness.</p> <p>As a team manager, creates opportunities to explore and learn about the changing technology environment, apply learning and champion digital innovation.</p>	<p>Bold</p> <p>Ambitious</p>