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## JOB DESCRIPTION

<b>Responsible to:</b>	The Equality Trust board and directly line managed by the chair of trustees.
<b>Responsible for:</b>	All staff and volunteers of The Equality Trust.
<b>Purpose of job:</b>	To oversee the strategic development, management, funding, finances and operations of The Equality Trust, as delegated by the board of trustees.

### Strategy

1. To build The Equality Trust as a tenacious, innovative and evidence-based champion supporting people and organisations to dismantle economic and structural inequalities.
2. To work with the trustees on setting the strategic direction of The Equality Trust, and to deliver a strategy that increases public, corporate and political support for, and agency to, take action on dismantling structural inequalities.
3. To ensure that the strategic direction as required by the trustees is translated into an ambitious but achievable business plan with clear milestones and ways of measuring impact.
4. To inspire staff, stakeholders, funders, collaborators and target audiences to share in the Trust's strategic vision and participate in its delivery.

### Governance

1. To support the trustees to fulfil their duty in overseeing the work of The Equality Trust, according to our charitable objectives.
2. To service the board meetings and ensure that timely, concise and accurate board papers and minutes are produced.
3. To liaise as appropriate with trustees between meetings, responding to queries and ensuring they are kept up to date with relevant issues.
4. To build and maintain a strong working relationship with the chair of trustees, ensuring they are fully and appropriately briefed about The Equality Trust in a timely fashion.

### Leadership & Management

1. To oversee all of the activities undertaken by The Equality Trust and to aim for them to be delivered on time and budget and to achieve measurable impact.
2. To oversee the performance and welfare of all The Equality Trust staff, including direct line management responsibilities.
3. To ensure each staff member understands what they contribute to The Equality Trust and that their ability to undertake their respective roles is enabled with a supportive working environment and a strong system of supervisions and appraisals.
4. To ensure that the activities of The Equality Trust are carried out with due regard to appropriate legislation, particularly health & safety, data protection and equalities.
5. To ensure that the work of The Equality Trust is appropriately risk assessed and that all efforts are made to minimise risks that could damage the work of the charity.
6. To ensure organisational policies are reviewed, implemented and adhered to by all staff and that a succinct and up to date operational policy file is maintained.

### **Finance & fundraising**

1. To establish and deliver a sustainable, long term funding base for The Equality Trust and build a wide network of supporters, partners and energised contributors.
2. Working closely with the Finance and Operations Manager, to offer strong financial stewardship to provide continued viability for The Equality Trust.
3. To oversee the expenditure of The Equality Trust, alongside the Finance and Operations Manager, and to ensure that trustees receive regular financial updates and are provided with a clear narrative about future projections based on current performance.
4. To oversee the financial management of The Equality Trust on a day to day level, working with the Finance and Operations Manager to ensure the most robust systems are in place to effectively steward our assets.
5. To build on existing opportunities to diversify income streams, such as consultancy work in the Equality, Diversity and Inclusion sector.

### **External affairs**

1. To be the public face of The Equality Trust to the media and other key stakeholders.
2. To build on the relationships created with a wide range of stakeholders within campaigning organisations, think tanks, parliament, business, the trade union movement, the media, etc.
3. To ensure the development of an effective communications and media strategy, working closely with the Senior Media and Communications officer.
4. To ensure that, on a day to day basis, The Equality Trust is an active and visible participant in news and analysis of issues around inequality, online, on social media and in mainstream media.

### **People management**

1. To oversee the recruitment and induction of all staff, ensuring clear role delineation, as made clear in job descriptions and accompanying recruitment information.
2. To provide appropriate supervision and support for all staff to enable them to carry out their roles to an optimal level, both for themselves and the organisation.
3. To inspire staff in their roles to achieve The Equality Trust's strategic vision
4. To take overall responsibility for the learning and development needs of all The Equality Trust staff members.

### **General:**

1. Any other duties, as appropriate to the role, as agreed by the trustees.

## PERSON SPECIFICATION

### Ethos

1. Commitment to the aims and values of the Equality Trust.
2. Passion and enthusiasm to build and mobilise a supporter base to challenge inequality in the UK.

### Experience

1. Experience of working in a position of authority and seniority within an organisation, including leading a team and line management.
2. Experience of successful campaigning, lobbying or advocacy work.
3. Experience of successful fundraising in the charity sector.

### Ability

1. Able to think strategically and plan for the longer term.
2. Ability to communicate the strategic vision of the organisation to a wide range of stakeholders, funders and advocacy targets.
3. Ability to understand, interpret and assimilate academic research and policy pertaining to inequality.
4. Ability to be the confident public face of an organisation.
5. Ability to work confidently across different platforms to reach different audiences.
6. Ability to manage multiple priorities and to effectively time manage.
7. Ability to work flexibly, creatively and responsively.
8. Excellent financial management skills.

### Knowledge

1. Understanding of the issue of structural inequalities in the UK and the key research, texts, contributors, detractors etc.
2. Working knowledge of the UK's political landscape and political processes.
3. Working knowledge of UK think tanks and campaigning organisations.
4. Working knowledge of the UK funding environment.

### Main terms and conditions of employment

1. The salary for this role will be £60,000,
2. This is a full time role, 35 hours a week, which can be worked flexibly and arranged in discussion with the chair of trustees. We welcome job share applications.
3. The post holder will receive 25 days holiday per year, plus bank holidays, plus a 7% pension contribution, as well as access to a season ticket loan.