



Refugee Council

Job description

Role: Equality, Diversity, Inclusion & Belonging (EDIB) Coordinator

Mission and purpose of role: To provide comprehensive coordination and administrative support to the EDIB steering group and staff networks, as well as working with the People and Culture Team to ensure the organisations planned EDIB activity is delivered.

Location: Stratford, London with homeworking

Hours: 28

Salary range: Grade 4 (including London weighting) - £32,700 - £35,862

About us:

The Refugee Council is one of the leading organisations in the UK working with asylum seekers and refugees. The Refugee Council is currently made up of circa 320 staff and a larger number of volunteers.

The Refugee Council works in a challenging political and financial environment and must be responsive to changes in legislation and support from our funders as well as the emerging needs of our clients. We must therefore structure our services creatively and manage periodic growth and shrinkage, particularly in operational and project-based teams.

You can find out more about [the work we do](#), [our strategy](#), [our values](#) on our website.

Inclusion and accessibility

Ensuring that the Refugee Council is an inclusive and accessible place to work is important to us. We want to enable people from different backgrounds to apply and thrive with us. We believe our recruitment process enables that and are also happy to make adjustments on request.

[You can find out more about our EDIB strategy here.](#)

About the role:

The post holder will work towards embedding sustainable governance, systems and processes within this space. This vital position is located at the heart of the organisation and requires both the ability to grasp the big picture and efficiently organise and manage the details.

The post holder will possess first class communications, coordination, administrative and interpersonal skills, together with the confidence and discretion to act as a primary point of contact for the organisation with regards to our EDIB activities. Extremely well organised, passionate about EDIB and able to manage a varied and busy workload; the post holder will be experienced in managing a variety of discrete projects and tasks, and comfortable with the need for working autonomously. The ability to work sensitively and apply own judgement is essential.

Flexible working

This job is:

- Available part time
- Can be done occasionally from home

Roles and responsibilities

- Acting as primary coordinator and administrator for the EDIB steering group and staff networks; including arranging meetings, setting agendas, taking minutes / actions / decisions. Providing additional administrative support where required (e.g., travel bookings, expense claims, invoicing).
- Working with external consultants to support and service EDIB meetings and training sessions. Planning and managing a range of internal events, workshops and organisation wide initiatives where required.
- Support to monitor progression of EDIB activities against the business plan, using Monday.com and reporting into the Executive Team Manager for monthly reporting to Senior Management Team (SMT).
- Working closely with the People & Culture team to support the internal data collection and analysis and to ensure alignment across various workstreams relating to our people – staff, volunteers, clients, etc.
- Working with the internal communications team to share updates, invitations and EDIB content across our internal channels.
- Actively ensuring activities and initiatives are values-led, collaborative and in line with our organisation values.
- Building sustainable systems and processes to ensure actions and decisions are followed through, ensuring escalation routes and feedback loops are built in. Utilising technology to ensure efficiencies are embedded within current and new processes.
- Engaging with whole organisational initiatives as needed to best support the ongoing work of the Refugee Council.

About you:

Essential experience

- Experience of managing a full and complex workload
- Experience of organising and coordinating internal and external meetings and events/training
- Excellent interpersonal skills and experience of handling sensitive information with tact, discretion and confidentially
- Experience in developing positive working relationships with a wide range of diverse stakeholders
- Experience of working collaboratively with a variety of staff members and different teams to build organisational engagement

Essential skills, knowledge and abilities.

- Highly organised, with excellent time management skills and the ability to prioritise a complex workload and to work flexibly
- The ability to think creatively, using own initiative and exercise judgement, with minimal supervision
- An excellent command of written and spoken English. Able to communicate clearly and proficiently, both orally and in written form
- Excellent technology skills including Word, Excel, PowerPoint, and Microsoft Teams; willing to learn to utilise new platforms and advocate for technological solutions
- The ability to collect data and produce analysis, with support from People and Culture team
- A commitment to continuing personal development

Desired skills, knowledge and abilities.

- A demonstrable understanding of and interest in Equality, Diversity, Inclusion and Belonging within the organisation
- A demonstrable understanding of the challenges faced by people seeking refugee protection
- A good understanding and knowledge of data protection and security legislation