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| **ROLE PROFILE: Diversity, equity and inclusion (DEI) Specialist** | |  |
| Position Title: | **Diversity, equity and inclusion (DEI)** Specialist |
| Position ID: | NEW0000005 |

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| **Team** | Diversity, equity and inclusion (DEI) | **Grade** | P3 |
| **Reports To (Title)** | Head of DEI | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | Any – one or more SCI core working languages preferred (English/Spanish/French/Arabic) | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  To champion diversity, equity, inclusion (DEI), and wellbeing to create an engaged and thriving workforce, fostering a culture where every individual feels valued, respected, and empowered, while aligning with organizational goals and ethical standards. The DEI team exists to drive initiatives that promote a positive and inclusive work environment, ensuring that all employees have the opportunity to succeed and contribute their best. By prioritizing these values, the team supports overall employee satisfaction, retention, and productivity, making a significant impact on the organization's success.  **Role purpose**  To embed Diversity, Equity, and Inclusion into all aspects of Save the Children International, the DEI Specialist will leverage their expertise to create an inclusive workplace culture. This role partners with the DEI and Wellbeing teams and internal stakeholders to inform and shape the DEI agenda globally, ensuring a supportive environment where every team member can bring their true selves to work. The DEI Specialist’s efforts are integral to fostering an inclusive environment that aligns with our organisation's values, supporting the overall mission to optimise our impact on the communities we serve. |

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| **Principal Accountabilities** |
| * Shape the organisation's DEI strategy by working collaboratively with the DEI and Wellbeing teams and internal stakeholders, ensuring our values are reflected across all initiatives. * Design and implement training programmes to enhance awareness and understanding of diversity, equity, and inclusion principles, fostering a culture of respect and inclusivity. * Monitor and analyse diversity metrics and DEI progress, providing regular reports to senior leadership to inform decision-making and drive continuous improvement. * Partner with People Leads (HR) to challenge and continuously improve recruitment and people management processes by ensuring fair and unbiased practices, contributing to the organisation's goal of diversifying staff and promoting equal opportunities. * Advocate for DEI initiatives within the organisation and across the sector, challenging policies and systems that create inequity and championing inclusive practices. * Provide expert guidance and support to management and staff on DEI matters, fostering a culture of inclusiveness and respect throughout the organisation. |

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| **Budget** |
| N/A |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: N/A  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: No  Percentage of required for travel: |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)  Staff networks, People Leadership Team, Global Teams  **External** |

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| **Competencies** |
| Cluster: Leading  Competency: Developing self and others  Level: Leading Edge Behavioural Indicator: Creates and enables a learning culture that supports the development of staff.  Cluster: Leading  Competency: Leading and inspiring others  Level: Leading Edge  Behavioural Indicator: Creates and engages others in a shared vision and strategy that will deliver more for children.  Cluster: Thinking  Competency: Innovating and adapting  Level: Leading Edge  Behavioural Indicator: Drives innovation and breakthrough solutions to improve outcomes for children.  Cluster: Thinking  Competency: Problem solving and decision making  Level: Leading Edge  Behavioural Indicator: Identifies and addresses root causes of long-term problems facing the organisation.  Cluster: Engaging  Competency: Communicating with impact  Level: Leading Edge  Behavioural Indicator: Delivers influential advice and briefings to internal and external audiences to build the call for action.  Cluster: Engaging  Competency: Working effectively with others  Level: Leading Edge  Behavioural Indicator: Creates an environment which promotes diversity and does not tolerate discrimination. |

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| **Experience and Skills** |
| **Essential**   1. Experience in developing DEI strategies and implementing DEI initiatives. 2. Prodficient in delivering DEI training programmes and facilitating workshops to enhance awareness and understanding of DEI principles . 3. Considerable experience in collecting, monitoring and analysing diversity metrics and interpreting data related to DEI metrics, translating insights into actionable initiatives and providing reports and recommendations to the senior team. 4. Proficient in supporting the recruitment and people management processes to ensure fairness, unbiased practices, and promoting DEI. 5. Considerable experience in providing guidance and support to management and staff on DEI matters. 6. Foundational Experience in advocacy, challenging policies and systems to promote fair opportunities and inclusive practices. 7. Excellent written and verbal communication skills, with the ability to engage and influence stakeholders at all levels of the organisation. 8. Project Management Skills: Proven ability to plan, execute, and manage projects effectively, with attention to detail and outcomes. 9. Training and Facilitation Skills: Proficient in designing and delivering training programmes to diverse audiences, fostering an inclusive learning environment. 10. Demonstrated ability to understand, respect, and work effectively across cultural boundaries and capable of promoting DEI initiatives and leading change within the organisation and the wider sector.   **Desirable**   * Experience with disability inclusion in the workplace and in HR settings, including, but not limited to: reasonable adjustments/accommodation policy design and implementation, universal design and accessibility considerations, and designing and implementing interventions to support staff with disabilities in the workplace |

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| **Education and Qualifications** |
| **Essential**  **Desirable** |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 3 | 23/9/2024 |  | Ishbel |  |