



## Job Description

<b>Job:</b>	Inclusion Lead
<b>Salary:</b>	£26,325 pro rata
<b>Contract:</b>	3 years (until 11/04/2024)
<b>Hours:</b>	18.5 hours per week
<b>Location:</b>	Flexible, but must be able to hold face-to-face meetings in Southampton as needed
<b>Funded by:</b>	The National Lottery Community Fund
<b>Reporting to:</b>	Operations Manager
<b>Job Summary:</b>	To ensure inclusion is core to all we do at Touch Network through working together with other agencies and meeting local neighbourhoods that reflect diverse communities across the City. To develop further develop processes and a culture within our community that ensures we provide equal access to our opportunities and resources for people who might otherwise be excluded or marginalised.
<b>Closing Date:</b>	Tuesday 6 <sup>th</sup> April 5pm
<b>Interview Date:</b>	Between Monday 12 <sup>th</sup> and Friday 23 <sup>rd</sup> April

## About Touch Network CIC

### Our vision

Our vision is to enable storytelling events to take place in every neighbourhood across our city, to bring people together both in person and through an online community, sharing stories, creating connection and inspiring hope.

We want to empower our community to articulate their own story. Take ownership of it. See the positives and recognise their courage. Together, we want to create memories. Our storytelling events are sociable, guests are encouraged to believe in themselves and given the confidence to deal with tomorrow and the next day, and whatever life throws at them.

### What we do

We share and celebrate everyday stories of resilience. By doing so, we prevent struggles with mental wellbeing beginning, or getting worse.

Through providing a platform to share and hear meaningful real-life stories using online and face to face events and tools, we cheer each other on and learn from one another. We use these stories to enable positive change in our communities and the NHS and social care environment.

## **The difference we make**

We are a community brought together by stories, this in turn supports mental wellbeing and prevents mental ill health beginning or getting worse. We bring neighbourhoods together through sharing stories which builds on community cohesion and all the benefits that come with this. We improve services and experiences within NHS and Social Care by enabling practitioners to truly listen to the experience of those using their services, in turn helping practitioners to know what matters and build services around this.

## **Purpose of role**

To challenge and support everyone working as part of Touch to ensure our community is genuinely open to all and to ensure we have done all we can to ensure our community is equally accessible for all.

## **Responsibilities**

The main responsibilities are:

- To promote vision, mission, values and the impact we want to make in Southampton, with a focus on issues surrounding inclusion
- To further promote the message that everyone is welcome
- To advise, guide and lead on operational changes that increase our accessibility
- To increase diversity within our community and to ensure our diverse community experience feeling included
- To work with our Fundraising and Communications Lead to develop effective and inclusive strategies surrounding marketing and communication
- To support and advise with practical ideas and suggestions that increase inclusion and diversity and to work together with the team to implement
- To keep our processes and policies up to date regarding equality, diversity and inclusion
- To network and learn from local agencies, organisations and potential stakeholders
- To support Event Champions to increase diversity and inclusion in their events
- To ensure our employees experience a supportive and kind culture by supporting integration, cooperation and collaboration across the team
- To be available for evening and weekend work when needed



## Person Specification – Inclusion Lead

Personal Qualities	Essential	Desirable
Able to build rapport and be understanding, supportive and encouraging of others	✓	
Understanding of and commitment to equality and diversity	✓	
Enthusiasm and a positive attitude and a self-starter	✓	
A positive approach to raising funds that fit with our ethos	✓	

Experience	Essential	Desirable
Experience of promoting an organisations vision and values		✓
Experience of updating and implementing policies of equality, diversity and inclusion		✓
Experience of working with, supporting and encouraging colleagues	✓	
Experience of supporting the development of a brand		✓
Experience of working closely with relevant stakeholders to deliver and implement policies		✓
Experience of working with and keeping to a plan		✓
Experience of working with others and ensuring they meet their deadlines	✓	

Abilities, Skills and Knowledge	Essential	Desirable
Relevant qualification in equality and diversity or community development (other qualifications will be considered)	✓	
Ability to be directive when needed, supportive when not, and with the experience to know which is needed when	✓	
Able to communicate clearly and influence people positively either 1-2-1 or in a group	✓	
Good organisational skills	✓	
Able to plan and schedule own workload	✓	
Able to work in a team (both to be supported and supportive)	ü	

Ability to communicate accurately, effectively and technically eg spelling grammar etc	✓	
Knowledge of MS Office applications and ability to use a CRM database	✓	

<b>General</b>	<b>Essential</b>	<b>Desirable</b>
Ability to contribute to the overall functioning of Touch Network	✓	
Occasional evening or weekend work may be required	✓	
Commitment to the principles of equal opportunities and applying them effectively	✓	
Good IT skills	✓	
Ability to work flexibly	✓	
Good time keeping	✓	
Ability to regularly travel across the City independently	✓	