

# Role Profile

**Role title:** Senior Equality, Diversity and Inclusion (EDI) Integration Specialist

**Reports to:** Director of Professional Standards, Policy & Research

**Who we are:**

The British Association for Counselling and Psychotherapy is the professional association for members of the counselling professions in the UK.

**What we do:**

BACP works with and for our members, and for the benefit of the public and the credibility of the counselling and psychotherapy profession.

BACP has its roots in the BAC, which was founded in 1977, with the primary purpose to support counsellors and help them better serve their clients. The BAC was formed by counsellors who were passionate about the value of counselling and its potential to improve the lives of individuals and communities. From this beginning BACP has grown to become a leading UK association for psychotherapist and counsellors. This passion and commitment, and the knowledge that counselling and psychotherapy changes lives, are still at the heart of everything we do.

**How we work:**

To deliver our mission, we commit that.

1. We will listen to, learn from and work with our members to inform the work of the Association.
2. We will equip our members to be able to work in a fast-changing world, to be able to influence and contribute to the wellbeing of society.
3. We will be the professional home of choice for members and communities of practice, providing relevant services and opportunities to learn, and develop and inspire each other.
4. We will further develop confidence in and credibility of the profession by developing and upholding professional and ethical standards, informed by an evidence base.
5. We will campaign for the appropriate provision of counselling and psychotherapy for all members of society, and opportunities for paid employment of our members. We will champion the skills, competence and contribution of our members to the public, employers, commissioners and policymakers.
6. We will optimise the organisation of BACP to ensure it is flexible, responsive and capable of resourcing the vision and goals.

**Our values:**

Our values support us in achieving our mission and purpose and to meet the changing needs of our members.

- **Responsibility** - we take responsibility for all our actions and do the right thing, feeling safe to admit our mistakes.

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- **Encouragement** - we encourage ideas for continuous improvement, being open to change and challenges.
- **Support** - we value each other and our diversity, promoting inclusiveness and tolerance.
- **Passion** - our work will reflect our passion for counselling changing lives.
- **Excellence** - we strive for the highest standards.
- **Collaboration** - we work together for the best outcomes: communicating, listening and sharing ideas.
- **Trust** - we have integrity, building and maintaining trust, openness, honesty and fairness.

## Our Strategy:

Over the next 5 years, our activities and resources will be focused on delivering six strategic goals.



## Job purpose:

The Senior EDI Integration Specialist leads on championing our EDI strategy both internally and externally through onward strategy development and stakeholder engagement, championing the EDI principles through the services of our membership offering, providing support to our members and management teams and reporting on progress through key performance indicators.

**Financial:** EDI project funds

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## Principal accountabilities:

1. Collaborate with the EDI panel and executive team to continue to develop and implement a comprehensive strategy that aligns with our goals and values.
2. Foster strong relationships with external stakeholders, including members, government officials, and relevant organizations, to promote EDI initiatives and ensure our commitment to inclusivity is widely recognized.
3. Lead and inspire our internal team to integrate EDI principles into all aspects of our culture and operations.
4. Develop and deliver EDI training programs to enhance awareness and understanding among all stakeholders.
5. Establish key performance indicators (KPIs) and regularly report on progress toward EDI goals to drive continuous improvement.
6. To be responsible for maintaining, reviewing and updating implementation plans and timelines for the EDI strategy as appropriate.
7. To review and develop a mechanism for regular reporting on the progress of the EDI strategy to relevant stakeholder groups, including but not limited to the EDI group steering group, the Board, SLT, SMT and our teams as required through written reports, presentations or project briefings.
8. To conduct a yearly impact assessment of the EDI strategy, working with key stakeholders; communicating progress against key performance indicators to the Board, members, the Association and external stakeholders in a timely manner; ensuring relevant stakeholders are up to date.
9. To draft Project Briefs for the Designated Funds Committee for the implementation of key deliverables in the EDI strategy where resource is required; sourcing relevant contracting solutions where outsourcing is required.
10. To deliver specific EDI project initiatives, including but not limited to the development and delivery of a bursary and mentoring scheme.

## BACP Principal accountability

To be a BACP ambassador by upholding and demonstrating our values at every opportunity, through verbal, written and face to face communication.

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## Context:

Operating environment: Registered Charity, Professional Body

Framework & boundaries: GDPR, Charity Commission, Equality Act, BACP Terms and Conditions, Standing Orders and Articles of Association

Organisation: Organisation wide

## Relationships:

Direct reports: 1- Project Manager

Manager: Director of Professional Standards, Policy & Research-regular meetings but free to act

Other contacts: Project Manager (Designated Funds), EDI Steering group, internal organisation wide stakeholders and external contractors and agencies

## Knowledge & experience

Proven experience in a leadership or large-scale project role related to EDI.

Strong knowledge of EDI best practices and a commitment to staying updated on industry trends.

Exceptional communication and interpersonal skills to engage and motivate both internal and external stakeholders.

The ability to develop and implement effective EDI strategies that drive meaningful change.

Willingness to flex between strategic and operational elements of the role

A track record of building collaborative relationships with diverse groups of people.

Specialist knowledge and experience of delivering equality, diversity, and inclusion projects/initiatives in complex organisations.

Excellent planning, organisational, time management and budgeting skills, with the ability to work flexibly, on own initiative, confidently, taking personal responsibility for action to meet the demands of the role.

Ability to deliver projects against set criteria and measurables and communicating the impact.

Strong analytical and research skills with the ability to evaluate qualitative and quantitative information in order to present clear and convincing findings, recommendations and proposals.

Familiarity with Microsoft software, including Microsoft CRM.

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Ability to identify barriers to project delivery and effectively problem solve with solution-based approaches.

Ability to manage multiple projects and meet deadlines.

Good report writing and presentation skills.

An understanding of counselling and psychotherapy.

**Job challenge:** To lead on the implementation of multiple and over-lapping strategy led initiatives simultaneously, working with internal and external stakeholders and reporting on cross-organisational impact through agreed performance indicators.