

# Diversity & Inclusion Lead Responsibilities

- Lead the Regional/Devolved Nation contribution to diversity & inclusion related national networks;
- Encourage relationships between regional and national diversity & inclusion related networks;
- Work with the Events Lead to coordinate events;
- Develop employer and learning organisation engagement with diversity & inclusion related networks and activities;
- Input into relevant CMI policies;
- Assist with the preparation of the operational plan.

# Diversity & Inclusion

## Lead Person

### Specification

#### Skills, knowledge and experience required/desirable

At CMI we are seeking volunteers with a range of skills, knowledge, experience and attributes that are both role specific, but that also facilitate and enable the volunteer to effectively contribute to the overall workings of a Regional/Devolved Nation Board, and be an integral member of the Board team.

##### **Specific**

- An interest in, or knowledge and experience of, key aspects of diversity and inclusion as it relates to both Board membership and members of CMI in their working lives;
- The ability to contribute to the workings of a Board with full regard to equal opportunities and inclusivity;
- A keen desire to actively encourage diversity, and recognition that this adds value, boosts productivity and improves problem solving, innovation and creativity;
- The ability to participate as a Board member and serve the local and wider CMI community through an awareness and adoption of the principles of the Equality Act 2010 and the 'Protected Characteristics' referred to therein - Age; Disability; Gender Reassignment; Race; Religion or Belief; Sex; Sexual Orientation; Marriage and Civil Partnership; Pregnancy and Maternity.

##### **General**

- Demonstrates high levels of professionalism, acting as an ambassador of CMI at all times, and commitment to the core values of CMI, ie: to be 'Professional', 'Progressive', 'Passionate' and 'Practical';
- Demonstrates a strong commitment to the aims and priorities of CMI and an understanding of the issues of interest to members;
- An ability to lead and influence others to ensure agreed priorities are delivered;
- A good team worker, able to effectively work in partnership with other Board members, yet also able to work with a high degree of initiative, resourcefulness and flexibility;
- Be able to build strong and positive relationships with all Board members, gain an understanding of their portfolios, and work collectively with a team of diverse people;
- An ability to work collaboratively with CMI HQ teams to build mutually beneficial relationships;
- Strong organisational, administrative and communication skills, and an ability to juggle the demands of the volunteer role alongside other commitments, whilst focusing on key issues and responding with sound advice;
- A commitment to your own continuing professional development.

