

Title Head of Belonging (Equity, Equality, Diversity and Inclusion)
Team Business Services
Manager Director of Business Operations



ABOUT BUCS

For over 100 years British Universities and Colleges Sport (BUCS) has been at the forefront of university sport in the United Kingdom.

Our ambition is to deliver exceptional student sporting experiences that inspire, develop and unite.

BUCS works with its member institutions to get more students active more often, through traditional competitive sport and providing physical activity opportunities.

By joining us, you will be a part of a vibrant and inclusive community, working to inspire and engage students across the nation.

JOB DESCRIPTION

Main Purpose(s)

As BUCS builds on its proud history of providing excellent sporting opportunities and experiences that inspire, develop and unite for its members and students, we are looking for exceptional people to help shape our future.

We provide a thriving professional environment for all involved, inspired by our mission and values. Our values of inclusion, respect, innovation and dynamic will help us to further improve the community for all that work here and for everybody that chooses to engage in our programmes.

Our mission to embed sport and active wellbeing at the heart of student experience must be underpinned and enabled by strong strategic partnerships and strong and inclusive foundations of excellent people.

We are now looking for an individual to join the team as Head of Belonging (Equity, Equality, Diversity and Inclusion). You will have a unique opportunity to lead strategic change and shape the organisation's commitment across the breadth of the EEDI portfolio.

Reporting to the Director of Business Operations, you will be part of the Management Team and will work collaboratively across the organisation with a range of departments. You will be strategically responsible for a broad portfolio of EEDI based projects driving change through both initiatives and a systemic focus as we aim to accelerate our commitment to inclusion.

You will take responsibility for leading and implementing the BUCS Belonging strategy, and the accompanying annual Diversity and Inclusion Action Plan (DIAP). You will engage with a wide range of stakeholders to identify and prioritise key areas of activity to influence positive change. You will provide professional and expert knowledge and leadership with a focus on both internal organisational policy and procedures as well as guidance and check and challenge across all our delivery programmes.

You will be an experienced EEDI professional with proven experience to lead and implement change. You will have a proven track record of project management, the ability to influence at senior levels and a strong passion for EEDI. You will be expected to both lead strategically and lead on implementation and help to create a stronger sense of belonging for all involved with BUCS.

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Main duties and responsibilities

- To lead on all areas of work related to EEDI, ensuring EEDI is integrated into all BUCS ways of working and cultures.
- Implement the BUCS Belonging strategy and accompanying annual Diversity and Inclusion Action Plan (DIAP).
- Form and nurture professional relationships with necessary support agencies and bodies that can complement the EEDI area of work.
- Represent BUCS professionally both internally and externally as the lead and expert for EEDI.
- Collaborate with the Head of Competitions and wider team to review the competitions programmes from an EEDI perspective and support the implementation of any proposed changes.
- Work with the event delivery teams to review the events programmes from an EEDI perspective and support the implementation of any proposed changes.
- Be responsible for keeping up to date with relevant EEDI legislation and guidance, best practice and share and educate internally.
- Work with the Governance and Integrity team to continue demographic reviews of governance structures and committees and ensure that EEDI is embedded throughout BUCS' Governance Structures.
- Collaborate with the Data and Insights team to monitor demographic patterns with a particular focus on understanding data from underrepresented groups and lead on the implementation of any proposed recommendations.
- Complete all associated monitoring and reporting related to the Sport England systemic funding aligned to the post ensuring all progress is always published and transparent.
- Lead on briefing the SLT and the BUCS Board EEDI trustee on progress and regular developments, enabling regular check and challenge.
- Support the Head of Development and other staff in achieving all agreed EEDI systemic objectives within the Sport England systemic funding programme.

Staff

- Work collaboratively with the People team to align and embed EEDI work areas within all relevant policies and processes for BUCS.
- Work in partnership with the Governance and Integrity team to ensure all developments are aligned to both Charity and Sports Codes of Governance.
- Collaborate with all staff on areas of improvement identified in the DIAP.
- Collaborate with the People team to build on the existing EEDI training plan and ensure that staff feel confident incorporating EEDI into their work.

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Other

- Where required, represent BUCS and engage with member working groups and external organisations on governance-related matters.
- Act as the key contact for member institutions for all EEDI related enquiries.
- Design and deliver process efficiencies in relevant areas of the business, utilising technology where appropriate.
- Provide EEDI support to the rest of the BUCS staff.
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS.
- Quarterly attendance at member institutions, plus monthly attendance at the London Office.

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PERSON SPECIFICATION

BUCS is a Disability Confident Committed and Equal Opportunity Employer. We value diversity and are committed to fostering an inclusive and supportive work environment. We make all employment decisions without regard to age, national origin, race, ethnicity, religion, belief, gender, sexual orientation, disability, or any other characteristic protected by law.

Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Essential knowledge or experience

- Experience of strategic development of Equity, Equality Diversity and Inclusion (EEDI) strategies and programmes.
- Experience of developing strategy and/or policy that contributes to an organisations strategic outcome.
- Experience of creating and embedding a sense of belonging through cultures and behaviours within an organisation.
- Experience of influencing a wide range of audiences.
- Experience of ability to work collaboratively with a wide range of stakeholders.
- Experience of educating and upskilling others in EEDI.
- An excellent understanding of Equity, Equality, Diversity and Inclusion.

Essential skills and abilities

- Strong and diplomatic communication skills, both verbal and written.
- The ability to develop relevant EEDI policies and reports.
- Excellent organisational and planning skills.
- Ability to work independently as well as within a team environment.
- Excellent and proven project management skills.
- Proven ability to problem solve, make decisions and be solution focused.
- Proven ability of successfully managing budgets and following financial processes.
- Passion for influencing positive change.

Desirable knowledge or experience

- Experience of working within the Higher Education and/or Sports sector.
- Understanding and knowledge of both Charity and Sports code of governance.
- Ability to travel across the UK and to work evenings and weekends as required.