



MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS (MSF) UK

JOB DESCRIPTION

Job Title: Equality, Diversity and Inclusion Lead
Department: Office of the Executive Director
Hours: 40 hours per week
Reports to: Head of the Executive Office, MSF-UK
Location: London
Duration: 2 year fixed term contract
Salary Grade: 5.1
Salary: £51,856.84 per annum (£48,356.84 p.a. non-London weighting)

MÉDECINS SANS FRONTIÈRES/DOCTORS WITHOUT BORDERS (MSF)

Médecins Sans Frontières/Doctors Without Borders (MSF) provides life-saving emergency relief and longer-term medical care to some of the most vulnerable and excluded communities around the world. As an independent medical humanitarian organisation, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF relies on donations from private individuals and organisations for the majority of its income. This private funding gives MSF the freedom to respond where needs are greatest and to speak out publicly, free from any political interference.

MSF has around 40,000 local and international staff working in over 70 countries, in some of the most challenging places in the world. Our medical humanitarian projects are supported by teams in 32 countries, including the UK, spread across Europe, North and South America, Asia, Africa and Australasia.

At MSF UK, we support MSF's operations by building relationships with our supporters, increasing awareness of our work, raising funds, providing specialist medical expertise, catalysing change on medical humanitarian issues, and recruiting field staff. MSF UK personnel are dynamic, hard-working, enthusiastic and committed to MSF's values and aim.

OFFICE OF THE EXECUTIVE DIRECTOR

The Office of the Executive Director exists to ensure the proper and ethical governance of MSF-UK and Ireland (MSF-UK/IE); to ensure continuity and stability; and a section and branch office that is fit for the challenges of the future.

Collectively, it is responsible for strategy and accountability; governance; regulatory compliance, risk management, ensuring effective leadership and management; change and innovation; relationships with the OCA partnership and wider MSF movement; and the overall health of MSF-UK/IE.

JOB PURPOSE

This is a pivotal role within MSF-UK/IE, working across the departments and London and Dublin offices to provide strategic and technical delivery of MSF UK and IE's vision for Equality, Diversity and Inclusion. You will have a direct influence on the approach to EDI across all areas of the business. You will be in high demand as achieving a more diverse and equitable workplace is a priority for MSF UK and Ireland. You will also have exposure to the wider discourse regarding EDI across the MSF movement and the International non-governmental organization sector.

You must be persuasive, adaptable and confident, with the ability to build relationships with individuals in MSF UK and IE and across the MSF movement. You will work closely with the UK/IE Management Team, HR department and UK and Ireland Boards to ensure everyone is engaged with the strategy and understands opportunities and barriers to delivery. You will work independently and convene ad hoc teams to directly deliver against the plan.

This role is hybrid, we expect the successful candidate to work in the London office as well as remotely. Those working in the office 3 days or more will receive London weighting salary regardless of location.

MAIN DUTIES AND RESPONSIBILITIES

- Keep under review and continual development an ambitious and meaningful long-term EDI strategy with clear priority focus areas and measurable goals.
- Ensure MSF UK and IE continue to make progress at all levels ensuring the necessary strategies and monitoring is in place to drive this change.
- Develop and lead the implementation of a tailored approach to equality impact assessments in policy and programme development.
- Work with the Head of HR and partners to create strong buy-in, increase understanding and tackle EDI challenges specific to their teams, identification and/or delivery of appropriate training.
- Ensure a data driven, measurable and targeted approach to EDI.
- Lead on all regulatory and external reporting requirements related to EDI, for example Gender Pay Gap.
- Collaborate with the senior management team to ensure EDI is embedded in all areas of the employee experience.
- Be the subject matter expert to the business on all things Diversity & Inclusion, including equality impact assessments and policy development.
- Monitor external DEI best practices across the MSF movement, the INGO sector and UK and Irish society.

PERSON SPECIFICATION

Essential knowledge, skills and expertise:

- Demonstrated expertise in creating and maintaining project charters, project plans, status reports, budgets, and communications and change management plans;
- Excellent communication skills, including effective listening, presentation and facilitation skills;
- Expertise and experience in creating and maintaining EDI strategies, including management and monitoring of implementation and change management.
- Ability to drive accountability to project timelines, deliverable and outcomes.
- A significant understanding of EDI best practice, including regulatory requirements in the UK context as well as familiarity with UK legislation and best practice.
- A demonstrable track record of significant application of EDI best practice to policy development and training, particularly as it relates to Human Resources.
- An aptitude for data and insights to drive change.
- Previous experience partnering with senior stakeholders.
- An ability to communicate with people at all levels, gaining their buy-in whilst at the same time challenging them.

- Effective listening, presentation and facilitation skills.
- Ability to operate as a skilled facilitator who is capable of creating content for EDI training and awareness programs that will increase strategic impact throughout MSF UK and IE
- Ability to coach, consult and partner across all levels, inclusive of individual contributors, people managers, senior leadership and trustees.

MSF UK/IE is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.

HOW TO APPLY

Please apply on our website by submitting a copy of your **CV** together with a **letter of motivation** by the closing date.

APPLICATION CHECKLIST

Please check that you have included the following in your application:

- An up-to-date CV
- Letter of Motivation, which is a supporting statement demonstrating how you meet the key requirements of the role

Recruitment timetable:

- **Closing date for applications: 17 June 2022, 11.59pm (BST)**
- **Interviews: w/c 4 July 2022**