

Equity, Diversity and Inclusion Coordinator (Apprentice) Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

Our values

Our values tell everyone who we are as an organisation. Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us what we all stand for. Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are Determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Equity, Diversity and Inclusion Coordinator (Apprentice) - Business Administration Apprenticeship

Position in the Organisation

Reports to EDI Specialist
Member of our Equity, Diversity, Inclusion and Belonging Team
Part of our People Directorate

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives. We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

The EDI Coordinator will support the Society's EDI priorities and aspirations through coordination of the operational function of the team, predominantly in the administration and communication of our work. This role will be vital to supporting the smooth delivery of EDI initiatives to help us to promote equity and inclusion as the heart of our culture here at the Society. The role holder will work closely with the EDI Specialist, liaise with a range of stakeholders across the People Directorate as well as across the organisation, such as our lived experience networks. There will be scope within the role to support in operational aspects of project delivery, data gathering and supporting with content for a range of awareness and learning interventions.

In addition to the role, there will be the expectation that the role holder will undertake a Level 3 Business Administration Apprenticeship to strengthen learning and understanding of working at the Society within a business context.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A Trusted Expert who believes in working Better Together and demonstrates true Compassion.

Apprenticeship Overview

The apprenticeship will run for a period of 15 months. This will consist of one day per week dedicated virtual learning on the apprenticeship studying a modular based qualification.

The 8 modules consist of: understanding organisations, value of skills, stakeholders, regulations, policies, business fundamentals, processes, external factors.

There will also be an end point assessment for the apprentice to demonstrate their learning through assessment standards as set by the apprenticeship provider.

Key Accountabilities and Responsibilities

The role holder will have the opportunity to:

- Support and prepare content for internal-facing publications, including monthly newsletters, weekly updates, ad-hoc messages and promotion of resources.
- Closely support work on maximising the utilisation of the Society's EDI memberships and accreditations.
- Help to create learning materials for awareness training and initiatives.
- Work with our employee Lived Experience Network groups, offering support and guidance to help them with: EDI queries, planning of events, processing purchase orders etc.
- Gain understanding how organisations work and how to contribute to building sustainable change in workplace culture
- Provide operational support on some of the Society's EDI focused projects.
- Support in gathering and analysing EDI data to produce reports that will help evidence key trends or information that will support business decisions to be made.
- Support with the creation and implementation of processes and guidance on EDI based topics.
- Stay up to date with EDI trends and legislation to ensure that your knowledge remains relevant and effective.
- Collaborate with internal teams and external partners to support EDI initiatives, helping to embed inclusive practices throughout the people journey.
- Support on promotion and content for EDI awareness celebration days and months.
- Regularly update and maintain our EDI intranet content.
- Utilise Microsoft Office applications such as Outlook and Teams for inbox management, diary management and recording of meeting actions.
- Respond to colleague queries and feedback on a range of EDI topics.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring

data and recommending action as required.

- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Experience in carrying out basic administration tasks and	E	A/I
Willingness to learn and adapt to new tasks	E	A/I
Good communication skills, both written and	E	A
Ability to manage workload and prioritise	E	A/I
Ability to work as part of a team and independently when	E	A/I
Good organisational skills and attention to detail	E	A/I
Basic knowledge of MS Packages	E	A/I

Competencies & Personal Attributes	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Positive attitude and eagerness to take on new challenges	E	A/I
Motivated and proactive approach to	E	A/I
Acts ethically and with integrity	E	A/I
Commitment to and understanding of the principles related	E	A/I
Able to demonstrate taking responsibility and ownership for	E	A/I
Able to maintain a professional and respectful manner with	E	A/I

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependents

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependents leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave