



**The professional association for
social work and social workers**

BRITISH ASSOCIATION OF SOCIAL WORKERS

**BASW UK Anti-Racism Lead – 0.5 wte
Equality, Diversity and Inclusion Lead – 0.5 wte**

12 months fixed term

Applications are welcome for these roles to be done as one whole time equivalent role (35 hours per week) or two half time roles as described below

Directorate	Chief Executive
Reports to:	Executive lead
Base:	Home working or office as required and appropriate
Scope:	UK wide
Grade:	Grade E - Salary £35,320 - £50,625 (pro rata)
Contract:	Fixed term 12 months
Hours:	Full time 35 hours per week OR 2 x 17.5 hours per week
Job summary:	To work collaboratively across the association with members and colleagues to support implementation of the association's equality, diversity and inclusion (EDI) strategy. Half the role (or one half of a job share) will be focused specifically on supporting and developing anti-racism within BASW and in social work. The other role (or other half of the job share) will work with Council and BASW's Executive team to help implement BASW's equality, diversity and inclusion (EDI) strategy in respect of all protected characteristics. This second part of the role will include supporting the EDI Advisory Group of Council/Board including working with the Chair/s in respect of agenda planning and facilitation of the meetings and supporting the administrator/secretariat. Both roles will contribute to policy, promotional and other written material about EDI within BASW and externally,

making tangible, visible difference to the inclusivity of BASW.

Responsible for: Administrative and other staff if required, commensurate with grade

Principal accountabilities:

1. To work collaboratively with association members and staff across the four nations of the UK, and other internal and external stakeholders, to coordinate and take forward BASW's anti-racism and/or wider EDI strategy.
2. To motivate staff and members in their understanding and commitment to improving BASW's approach to and/or EDI, enabling access to learning opportunities (e.g. coordinating training sessions or team discussions) as needed.
3. To work with and enable colleagues and lead members to identify and set measurable anti-racism and/or EDI measures of tangible progress
4. In respect of the EDI strategy, to work with the Chair, secretariat and members of the EDI Advisory Group to Council (BASW's Board of Directors) to ensure the effective coordination, consolidation and running of the group
5. To provide information, guidance, support and direction to relevant BASW committees, sub-committees and internal working groups as required.
6. To promote and represent BASW and its work on EDI with external stakeholders and partners as required and appropriate.
7. To develop and deliver fit for purpose consultation processes with members, staff, people who use services and wider stakeholders to develop policy and written products (e.g. online surveys, focus groups, large group consultations etc) as needed.
8. To be proactive in initiating and / or maintaining relevant contact with BASW members, staff, branches, strategic groups, governmental bodies, NGOs and other partners at a national, regional and local level.
9. To produce written materials and presentations of high quality, suitable for professional dissemination and for wider publication/use (e.g. in social work press and at social work events)
10. To keep up to date and review relevant sources of knowledge and evidence of good practice to inform activities

11. In collaboration with colleagues and members, to set up, run and manage meetings, other events and follow-up activities as necessary. To effectively plan and take the practical necessary steps (e.g. establishing meetings, taking minutes) to allow these activities to take place
12. To work with BASW's Communications Team to contribute to press releases, articles, editorials etc. as required.
13. To work with BASW's Executive leaders in relation to realising progress in respect of anti-racism and/or wider EDI strategy.
14. To pay attention and access support in relation to own development, wellbeing and self-care
15. To participate in individual supervision from designated line manager and in processes of appraisal and performance development.
16. To ensure that identified activities are efficiently managed within the available budget.
17. To undertake additional duties as required, commensurate with grade.