



Job title:	Diversity and Inclusion Manager
Department:	Human Resources
Contract:	Permanent
Salary:	£33,106 per annum
Hours:	Full-time
Location:	Millbank London
Reporting to:	People Director
Responsible for:	Access and Inclusion Administrator

About the role:

Are you looking for a role that can make real change happen? The Diversity and Inclusion Manager helps to support and enact activity that relating to diversity and inclusion to ensure that these key Tate values are reflected in the way that the organisation operates. This role is perfect for someone who likes to work with people and communities to design programmes that can support organisational change.

The role needs you to be a good listener, communicator, coach, and problem solver as you embark on Tate wide change projects.

About your team

This role sits within the People Team at Tate Galleries however works across all our locations. Our team focuses on support all workforces at Tate to thrive. We are also working to ensure that Tate better reflects the cities and regions that we operate in across all levels. The role will lead activities that are bold in telling more stories, building confidence, and advancing capability around diversity themes.

What you will do

- Provide advice and support on diversity and inclusion issues, supporting Tate to embed diversity and inclusion into our thinking and planning. This will include managing complex enquiries relating to identity in the programme, policy, and audience development. This will also extend but is not limited to; race, gender, sexuality, class, disability, families, accessibility, and legislation.

- Act as an internal consultant for the curatorial team to support the development of a programme that is inclusive, accessible and reflects modern thinking on key issues of identity.
- Compiling regular progress and date reports for Divisional Directors and Trustees that help to tell the story of Tate's progress against diversity goals. Sharing complex reports to support the organisation, taking a data-led approach to D&I.
- Support the Chief Diversity Officer in compiling submissions to best practice frameworks such as the Race at Work Charter and the Stonewall's Workplace Equality Index.
- Support the Chief Diversity Officer in delivering cross organisational programmes that drive equality and representation for workforce and audiences. This includes our Race Equality Taskforce and Access Advisory Groups.
- Lead and manage Tate's Staff Diversity Networks centring opportunities for peer support and talent development. Coordinate Tate's programme of campaigns to reduce stigma and surface key notable dates throughout the year.
- Develop and Deliver an extensive diversity and inclusion training programme curriculum, that includes content for digital platforms such as Tate Learn. At times this will include designing and facilitating workshops, events and facilitated conversations on a range of topics, as well as commissioning other and external experts.
- Support staff to complete rigorous equality analyses of high-level policies, strategies, and programme frameworks.
- Line Management of the Access and Inclusion Administrator
- Day to day management of relationships with external diversity partners including Stonewall, Business in the Community and Business Disability Forum. This includes coordinating training and ensuring that the most up to date thought leadership is disseminated across the organisation.
- Attendance at partnerships events and forums and representing Tate at conferences.
- Represent Tate externally and network at external meetings to share ideas and promote good practice across the cultural sector.
- Keep up to date on current thinking and ideas and be proactive in sharing these with others across the organisation and occasionally beyond.
- Develop effective methods to evaluate the impact of programmes and events, adapting future activity based on feedback and results.

What you will bring to the team

To be successful in this role you will need to be a passionate and persuasive advocate for diversity and inclusion issues with a good understanding of barriers to diversity and inclusion and strategies to overcome them. A thorough and up-to-date knowledge of diversity and inclusion best practice and legislative requirements with practical experience of applying this in an organisational setting to achieve cultural change is going to be essential for success. You will need to have strong programme and project management experience.

To cultivate an environment ready for change, you will need to take a coaching approach using different strategies to bring people along with you on the Diversity journey. At times this might mean explaining complex diversity and inclusion issues. Drawing on your skills as a facilitator and trainer, content maker and strategic thinker you will bring

experience of behaviour change programme. You will want experience of working with staff networks or community groups in particular, generating trust with groups to help to identify barriers and opportunities for change.

It is a busy role with a range of different type of projects and various stakeholders looking to you for support. You will need organisational skills, resilience, and openness to a changing landscape. One of the best ways to achieve this is by being highly collaborative and sharing knowledge and expertise whilst also developing others around you.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation.
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit: www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **Thursday 3 December 2020 by midnight**. Interviews will be held on **Friday 10 December 2020**

