**National Officer – Equality, Diversity and Inclusion (ED&I) – Person Specification**

**About the FDA**

For over a century the FDA has been a strong, pragmatic trade union representing public sector leaders and professionals working in the civil service and parliaments across the UK. The FDA is not party-political and seeks to improve members’ working lives and the public services they deliver through negotiating and campaigning. FDA members come from a variety of different professions including policy advisors in Whitehall, prosecutors, economists, diplomats, lawyers and tax professionals. The FDA has membership within over 250 civil and public service employers across the UK.

The FDA is a growing, exciting and vibrant union with many different opportunities to improve the working lives of FDA members. Recently, the FDA has been involved with defending civil servants against attacks on their impartiality, leading the campaign for a new system to be in place for dealing with Ministerial misconduct against civil servants, and making the case for change for the current inadequate level of base pay and lack of pay progression across the civil service. The union has developed a bespoke reps development course for underrepresented groups to seek to build a more diverse union. The union partners with Dods to deliver its ‘into leadership’ events for women and ethnic minorities as well as the ‘Unlocking the SCS’ event series.

Further information on our work and current activities can be found on the FDA website at www.fda.org.uk, on our Twitter feed @FDA\_Union or on the General Secretary, Dave Penman’s Twitter feed @FDAGenSec.

**What we are looking for**

The FDA is the fastest growing union in the UK. We pride ourselves on providing excellence in individual member representation; a pragmatic voice in both central and local negotiations; a strong voice defending the impartiality, integrity and professionalism of civil servants; as well as providing career development and support for members. Each National Officer has a balanced pitch made up of a number of employers and/or specialist areas.

FDA National Officers have a significant degree of autonomy in their role. As a specialist role, this post will be responsible for the delivery of the FDA’s ED&I strategy and campaigns, leading the union’s sub committee on equality, diversity and inclusion, ensuring TUC engagement and FDA attendance at TUC equality conferences. This post is a strategic policy and campaigning role and will also be part of the union’s National Officer cohort.

You will develop, lead and be responsible for the union’s internal and external equality activity, campaigns and policy. This post will champion the needs of members belonging to equality groups, developing initiatives to increase our membership alongside rep involvement across our diverse membership and working within the union on key issues to improve members’ working conditions. This post will be expected to foster and maintain effective relationships with both internal and external stakeholders. The National Officer will be expected to establish links with community and equality organisations to enhance the union’s equality work.

Crucial to this role will be the ability to lead, influence and inspire in order to continue to grow the reputation and profile of ED&I in the FDA – both internally and externally. The post holder will be a self-starter, eager to take on a challenge and develop new skills and knowledge.

The National Officer and FDA teams offer a positive working environment by working together to support each other. The role does occasionally involve some travel throughout the UK. This will be discussed in detail with the successful candidate and is likely to change as the FDA adapts to the future world of work and we develop our approach to the use of our office space. You will need to be flexible in your approach. The line management of the post is undertaken by an Assistant General Secretary.

**National Officer - Equality, Diversity and Inclusion (ED&I) will have skills and experience that include**:

* Knowledge and understanding of employment and equality law
* Knowledge of how discrimination manifests itself in the workplace
* Excellent communication skills, both written and verbal
* Ability to develop strategies, plans and solutions
* Ability to interpret and analyse data
* Experience of researching and drafting policy documents and reports
* Experience of developing and delivering campaigns
* Experience of working with union branch officials and reps
* Ability to organise networks/groups
* Experience of advocacy in difficult situations
* A demonstrable commitment to and/or experience of working for a trade union or non-profit organisation
* Proven influencing skills
* An ability to work both independently and within a team
* An ability to manage competing priorities and deadlines
* A commitment to development and learning new skills
* Ability to think creatively and innovatively to find solutions