Job Description



Job Title	Head of EDI & Culture
Reporting to	Chief Legal & Governance Officer
Location	Hawthorns stadium with travel as required
Line Management Responsibility	None
Main Purpose	To create an environment where people feel included, respected and valued while helping the organisation to continuously improve its culture and address any inequalities
Working Hours	Full Time which may include occasional evenings, weekends and bank holidays as required and in line with the role and business needs

DUTIES & RESPONSIBILITIES

Your main responsibilities for this role include, but are not limited to the following:

Strategy

- Develop and implement an EDI Strategy and action plan
- Develop and implement a culture strategy and action plan
- Advise senior leaders on inclusion, equality and culture
- Ensure EDI and culture is built into wider business strategies

Culture

- Embed Mission, Vision and Values throughout the Club
- Develop and implement culture initiatives around belonging, inclusion and wellbeing to strengthen the Clubs values and behaviours
- Empower managers to create inclusive teams and behaviours
- Support employee networks and communities

Data, Reporting & Monitoring

- Monitor diversity and inclusion data and identify gaps
- Analyse data to identify areas for improvement around EDI and Culture
- Lead on all EDI Frameworks such as the EFL Equality Code of Practice (ECOP), Premier League Equality, Diversity & Inclusive Standard (PLEDIS), and The FA Rule N
- Measure the impact of EDI and culture programmes and report on these

Processes

- Support inclusive recruitment, progression and retention
- Ensure policies and organisational practices are fair and inclusive
- Carry our Equality Impact Assessments as required



- Develop mechanisms for employees to provide feedback and contribute to cultural development

Training

- Deliver and/or coordinate EDI training and awareness programmes
- Design training on topics such as inclusive leadership, unconscious bias, disability inclusion and respectful workplace behaviour
- Coach and advise managers on inclusion-related matters and support HR on these areas as required

Stakeholder relationships

- EDI Lead for the Club and main contact for EFL/PL
- Represent EDI as a member of the Albion Cares Group and lead the EDI working group reporting into Albion Cares
- Work closely with HR on EDI and Culture data and activities
- Work with the Head of Fan Engagement on items relating to EDI
- Work with the Fan Experience Manager on items relating to EDI

General

- To ensure all systems including HR systems and information are kept fully up to date
- To contribute positively to the Clubs vision and culture
- To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything.
- To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour.
- To fully participate in one-to-ones and departmental reviews and meetings.
- To fully participate in annual and mid-term appraisals.
- To ensure all relevant systems are up to date including but not limited to HR systems
- To understand the Club's Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role.
- To promote and assist with Safeguarding.
- To carry out CPD and keep up to date with any training and updates relevant to the role.
- To ensure the health & safety within the Club for self and others is adhered to at all times.
- To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.
- To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.
- Responsible for fulfilling the requirements of their specific role and all associated health, safety, and sustainability duties, as set out in the West Bromwich Albion Health, Safety & Sustainability Policy.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands.

Job Description



PERSON SPECIFICATION

Essential Criteria

- Experience of devising and leading on EDI & culture strategy and initiatives
- Experience of analysing workforce data
- Experience of working within EDI frameworks
- Experience of translating EDI principles into practical initiatives
- Project Management experience
- Demonstrate measurable improvements around EDI and Culture
- Understanding of Legislation relating to this role
- Highly organised and methodical approach to workload
- Confidential and diplomatic
- Ability to work alone and unsupervised but also part of a team
- Excellent communication skills both written and verbally
- Full driving license
- Right to Work in the UK

Desirable Criteria

- Experience of working in the sporting industry
- Knowledge of EDI frameworks within football

Equality and Diversity

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

Safer Recruitment

West Bromwich Albion Football Club is committed to ensuring the safety and welfare of all who we engage with and who visit our club. Whether online or in person, the club will strive to achieve its Vision and Principles through the implementation of its Safeguarding Strategy and Implementation Plan.

Creating positive and safer environments for everyone is our priority. We will work continuously to embed and sustain a safeguarding culture where everyone feels listened to, heard, responded to positively and supported in the management of any welfare issues or safeguarding concerns. This includes children, young people, parents/carers, players, those of any age with additional care and support needs, community partners, our paid and volunteer workforce and our supporters.

WBA's Safeguarding, Equality and Whistleblowing policies can be accessed here https://www.wba.co.uk/club/about-us/club-policies

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out for this post.

Job Description



Signed	Name	Date