

Role Profile

Job Title: Diversity, Equity & Inclusion Assistant (Kickstart)

Location: Liskeard or Plymouth

Hours: 25 hours per week (to be worked flexibly and may include occasional attendance at events which may occur on evenings and weekends)

Salary: Real Living Wage

This Kickstart placement is for 6 months.

About Real Ideas

We solve problems and create opportunity.

From supporting young people to find work and develop skills to helping start-ups and enterprises thrive, and from breathing new life into important community assets, to creating world-class cultural experiences, we work to solve problems and create positive and lasting social change.

With the growing community of Real Ideas Members, we seek to create a fairer, greener future for everyone.

Kickstart

[Kickstart](#) is the Government's £2 billion scheme to support 16-24 year olds through providing hundreds of thousands of work placements for young people on Universal Credit who are deemed to be at risk of long-term unemployment.

To be considered for this role you will need to have been directed to us by the Department of Work & Pensions (DWP).

Job Purpose

Real Ideas is an organisation committed to improvement in the areas of diversity, equity and inclusion. We are taking active steps to create change around this agenda and have a great opportunity for someone who shares this passion.

The Diversity, Equity and Inclusion (DEI) Assistant Kickstart role will support the team at Real Ideas to become more inclusive, diverse and relevant. They will also help us to support the businesses we work with to do the same.

Main duties and responsibilities:

- Support the Inclusion working group to make change at Real Ideas during the roll out of the new DEI plan
- Support the team to learn more by gathering and collating data from staff and customers about our activity relating to inclusion
- Support the team to research good practice around DEI and make use of this internally at Real Ideas
- Support the team to make good practice available to the businesses and other organisations we work with
- Work with Real Ideas marketing team and the inclusion working group to tell stories about our work and the DEI agenda that can help support culture change
- Work with Real Ideas Resourcing team to track and monitor workforce trends.

Real Ideas wide responsibilities

- To represent Real Ideas well, understanding and talking coherently about Real Ideas products and programmes to provide more value for customers and members.
- To adhere to and uphold Real Ideas' social purpose, strategic aims and policies.
- To contribute to a culture of inclusion and equality and demonstrate a commitment to removing all forms of discrimination.
- To act with integrity and always maintain the highest professional standards.
- To strive to meet individual and collective targets.
- To maintain the level of qualifications/personal and professional development and competence required to carry out this role and notify the company immediately of any circumstance that affects this.
- To proactively and effectively use all Real Ideas reporting and other systems.
- A flexible approach is required for the role. Additional, reasonable duties commensurate with the role and as agreed in advance from time to time.

This job description is not necessarily an exhaustive list of duties and is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Person Specification

Working at Real Ideas is exhilarating, but it can also be challenging; we're not a typical organisation and by design we don't fit into traditional business structures or strict 9 to 5 working hours.

Principally we're looking for people who embrace our vision and values, and who want to join us on this journey. Whilst your technical skills and abilities are important, being on board with our vision is crucial.

You'll need to be dedicated, tenacious and enjoy the challenges of working as part of a multi-disciplined team. In Real Ideas collaboration is key, so you'll need to be a great team player, up for working with a wide range of people from colleagues and partners, to clients and suppliers.

We're interested in finding people who are proactive, hungry for opportunities to be responsible and accountable, and who can ride the waves of change with the wind in their hair and a smile on their face.

And because we always strive to be the best we can be, you'll be happy to challenge and be challenged.

If this sounds like you, then read on...

We use the following criteria to assess your suitability for the role. Please note that requirements at the application stage represent the minimum requirements for shortlisting purposes.

Qualifications	Level 2 (or equivalent) Maths and English preferred	CV
Behaviours	Adaptability Looking at your ability to adapt to change	Interview
	Culture Fit Do you share our beliefs/values and bring about diversity within Real Ideas?	Interview
	Collaboration Can you collaborate effectively and work well with others?	Interview
	Growth Potential Do you have the potential to grow with Real Ideas and can evidence goal setting and motivation?	Interview
	Prioritisation Are you able to decide which task needs to be tackled immediately and which ones can wait – someone who can manage their time and prioritise effectively.	Interview

Experience	<ul style="list-style-type: none">• Think differently – we are always trying to improve things so we like it when people suggest new ways to approach stuff.• Make a difference – we always value people who are trying to make the world a better place	CV/Application
Knowledge	<ul style="list-style-type: none">• Find stuff out – we will want people to research diversity, equity and inclusion and how it relates to business practice.	CV/Application
Skills	<ul style="list-style-type: none">• A good grasp of the importance of research and some basic understanding of how to research a subject.• Strong grasp of written and spoken English.• Learn new skills: We will also want you to learn about the world of diversity, equity and inclusion relating to business and employment and find out what resources exist for businesses to become more inclusive.• Get on with people: We are looking for someone who can work well with a range of people in different settings• Communicate: We will want you to be able to talk and write confidently on the subject of diversity, equity and inclusion in a range of settings	CV/Application
Other	<ul style="list-style-type: none">• Willingness to travel• Strong commitment to equality of opportunity and inclusion	CV/Application