

CSIE Equality Officer Job description

Job title:	Equality Officer Centre for Studies on Inclusive Education (CSIE) (two full-time posts)
Employer:	Centre for Studies on Inclusive Education (CSIE)
Location:	CSIE's registered address is in Bristol; remote applications are welcome
Responsible to:	CSIE director and Council of Trustees
Salary:	£37,000 (+ £1,850 annual contribution to personal pension plan)

On the basis of international human rights standards, CSIE works from a children's rights perspective towards the restructuring and inclusive development of all schools and other education settings.

Working in close collaboration with CSIE's director, the postholders will initially be engaged in offering consultancy and training to local authorities, schools and other educational settings, as well as contributing to fundraising, lobbying & campaigning activities, developing CSIE resources, and contributing to research.

Annual leave entitlement: 6 weeks. Work allocation will be reviewed after three months. There will be a probationary period of six months.

Main duties and responsibilities:

Consultancy and training for local authorities, schools and other settings

The Equality Officers will play a key role in offering consultancy and training nationally, initially focused in three local authorities (Bristol, Calderdale and Solihull). These activities will include but will not be limited to:

- a) advising and supporting local authorities to: reach a shared understanding of children's rights, the protected characteristics covered by the Equality Act 2010, and the social model of disability; promote positive and respectful language; articulate clearly their vision, strategy and policies for inclusion; strengthen support for schools and other settings to develop more inclusive practices; monitor and review inclusive provision locally; encourage, challenge and support individual settings to include the full diversity of learners.
- b) advising and supporting schools and other education settings to: establish a shared understanding of key aspects of equality, for example by delivering equality workshops for staff & governors or disability awareness workshops for pupils; ensure settings' policies and practices are consistent with their inclusive values, for example by undertaking curriculum or policy reviews; work with the whole setting's community (staff, governors, young people and their parents/carers) to identify and remove barriers to the presence, progress and participation for all, for example by facilitating an equality audit, and to build capacity to include the full diversity of learners.
- c) advising and supporting parents/carers and other stakeholders to: protect and promote children's rights in education in line with national and international legislation; and, in doing so, to strengthen the development of inclusion locally.

Fundraising

The Equality Officers will contribute to the ongoing review of CSIE's fundraising strategy, help establish an action plan for further diversifying CSIE's income and to put this plan into action. By delivering income-generating services, submitting fundraising applications and organising fundraising events, the Equality Officers will help secure each year the funds needed to cover the following year's expenditure and ensure that CSIE's reserve limits are met.

Lobbying and campaigning for every child's right to inclusive education

The Equality Officers will also undertake non-income-generating activities which are at the core of CSIE's mission to ensure that all children and young people are safe, included and learning in their local school or other setting. These will include but will not be limited to:

- responding to local and national inquiries and consultations;
- maintaining a strong online presence through CSIE's website, social media and other platforms with audio and video resources;
- writing, editing and proofreading papers, press releases, pamphlets, reports and other resources for a range of audiences;
- collaborating with organisations that share CSIE's aims, for example Diversity & Ability, World of Inclusion, Alliance for Inclusive Education, Inclusive Solutions, Schools OUT UK;
- representing CSIE in communications and engagement with local and national agencies, such as the Department for Education, Ofsted, Equality & Human Rights Commission;
- representing CSIE at conferences and other events, including delivering keynote or other presentations;
- representing CSIE on relevant bodies, for example the Special Educational Consortium.

CSIE resources

The Equality Officers will be involved in all aspects of:

- managing the full range of CSIE's existing resources, including production, distribution and translations;
- developing new resources for a range of audiences including but not limited to schools and other education settings, local authorities, parents/carers, policy makers, students;
- developing content for CSIE's website as an information and networking forum and as a more proactive resource for lobbying and campaigning activities.

Research

The Equality Officers will be involved in CSIE's longitudinal project researching school placement trends of all local authorities in England, and in other research projects CSIE may undertake in the future. Involvement may include: liaising with third parties, including the Department for Education and other relevant bodies for the collection of data, and collaborating with external partners (currently researchers at the University of Exeter) analysing data, writing research reports and disseminating findings.

Other Duties

Other duties include generic work across the UK, and overseas as and when required, in collaboration with CSIE's Director and Council of Trustees.