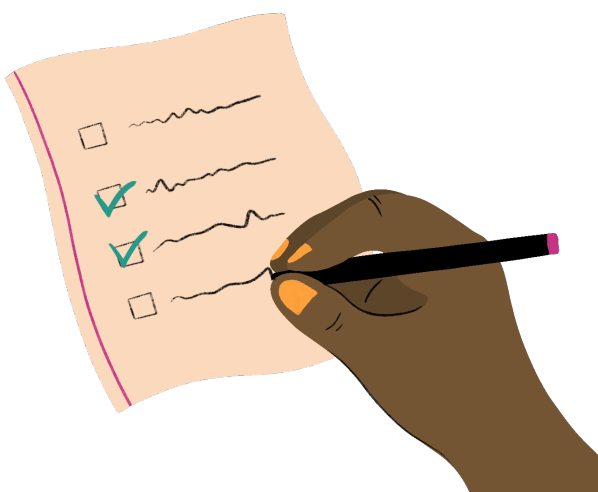


Inclusion and Diversity Officer Job Description



As an inclusion and diversity officer, you will wear many different hats. This job description maps out what ideally falls into the responsibility of this position. However, **depending on the set-up and size of your National Agency, as well as depending on the hours you can actually dedicate to inclusion and diversity work, you will be able to embrace more or less of the following tasks.** Sometimes, responsibility for these tasks will be shared with other colleagues and/or the NA direction or management.

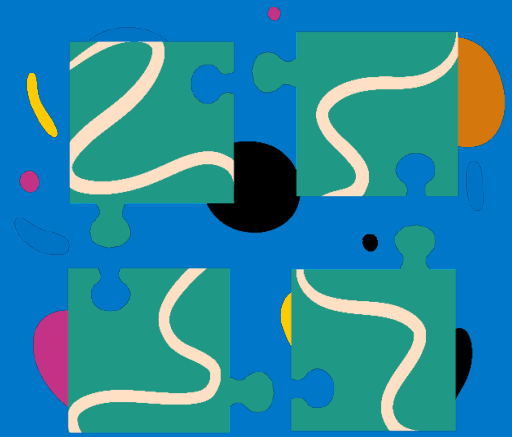
Many tasks will look different and be carried out in different constellations in each National Agency.

General Profile

Inclusion and diversity officers should bring along the following background:

- Enthusiasm for and commitment to equity, inclusion and diversity
- Extensive understanding of diversity, equity and inclusion topics, concepts and terms
- Passion and drive to constantly expand their knowledge and understanding
- Ability to listen to different voices and perspectives
- Excellent socio-emotional competencies such as empathy, teamwork, patience and flexibility.
- Ability to reach across the aisle and motivate others for equity, inclusion and diversity
- Good communication and networking skills
- Good understanding of project management processes and national and international youth work
- Ability to analyse data, extract information and write reports

Inclusion and Diversity Strategy



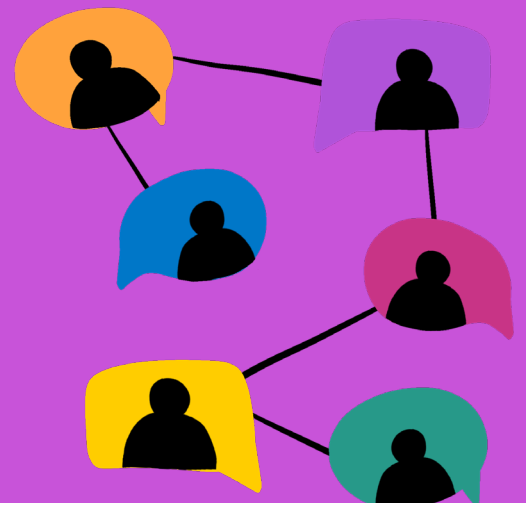
As an ID officer, you are the person making sure the National Agency has a Diversity and Inclusion strategy in place. This includes:

- Coordinating the creation of a national inclusion and diversity strategy in line with the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy (for example, through a working group)
- Understanding the wider policy context both nationally and internationally and creating links between these policies and the National Agency's ID Strategy
- Facilitating the implementation of the national ID Strategy. For example, by supporting colleagues in breaking the strategy into actionable items for different sectors.
- Monitoring the implementation of the national ID Strategy (i.e. through the creation of performance indicators and/or targets), identifying and communicating areas of improvement.

Possible other tasks include:

- Consulting relevant stakeholders in the process of the creation and/or review of the ID Strategy
- Tracking staff needs in implementing action plans and offering support
- Creating periodic progress reports on strategy implementation
- Connecting with and learning from other inclusion and diversity officers and other peer-to-peer offerings (i.e. strategic partnership, etc.)

Communication



As an ID officer, you ensure the NA's external communication aligns with its inclusion and diversity strategy. This includes:

- Supporting the dissemination of inclusive projects/stories
- Supporting the communication team in selecting and using representative and non-tokenizing photos and images
- Supporting the creation of communication strategies for hard-to-reach applicants

Possible other tasks include:

- Aligning terms linked to inclusion and diversity within the team and in communication to ensure non-stigmatizing language
- Supporting the communication team in providing accessible and barrier-free external communication (including an accessible, barrier-free website)
- Supporting the public relations team in topic-specific questions
- Actively reaching out to organisations engaged in fields relevant to inclusion



Programmes and supportive approach



As ID officer, you support the programmes team in reaching and assisting organisations that work with young people with fewer opportunities. This includes:

- Enabling the use of the supportive approach for organisations working with young people with fewer opportunities
- Creating concepts and measures to coach and support organisations working with young people with fewer opportunities
- Collecting best practices and sharing them with potential beneficiaries
- Ensuring assessors include a diversity and inclusion lens when evaluating projects
- Evaluating inclusion through the data collected on programme participants

Possible other tasks include:

- Co-developing low threshold opportunities with the programmes team for new organisations to apply and receive support.



Trainings & events

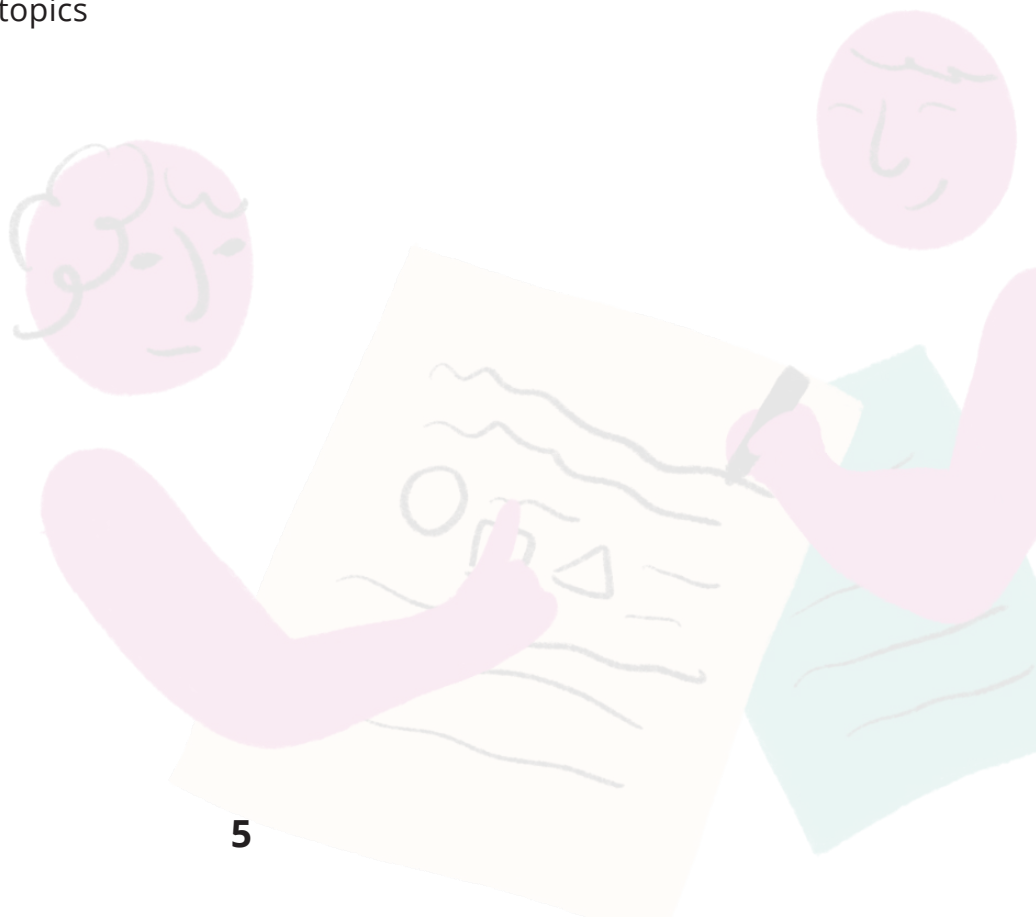


As ID officer, you support the design and implementation of events that promote inclusion and diversity. This includes:

- Organising events & training for potential beneficiaries that work with young people with fewer opportunities
- Supporting training team to remove barriers of access to training

Possible other tasks include:

- Organising thematic measures/events for organisations & multipliers
- Supporting coordination of transnational training events linked to equity, diversity and inclusion topics



Organisational development



As an ID officer, you support your NA's management in building ID capacity in your organisation. This includes:

- Promoting changes within the agency to be more inclusive
- Promoting organisational learning on equity, diversity and inclusion topics such as talks, and workshops, among others
- Being aware of opportunities offered by SALTO and other actors and engaging with transnational learning
- Sharing best practices with the team

Possible other tasks include:

- Creating a pool of external experts and engaging them in different actions the National Agency takes
- Liaising with community groups
- Represent the National Agency in the ID Steering Group
- Connecting with relevant stakeholders on the EU and national level
- Elaborating/analysing topics related to diversity, equity and inclusion and act as a multiplier
- Being internally and externally available for consultations
- Commissioning and analysing external research

