

**Role Descriptor:** Equality and Diversity Committee Member

**Responsible to:** Chair of Equality and Diversity Committee

**\* Load Allocation:** 50 hours

**Responsibilities:**

1. To attend Equality and Diversity Committee meetings (usually once a term) and sit on relevant sub-committee meetings as required.
2. To contribute to Equality and Diversity Committee business outside of meetings.
3. To support the monitoring of the School's E&D charter mark commitments (presently the Athena SWAN Action Plan) and take a lead on ensuring actions are completed where they are connected with an individual's role(s).
4. To lead and contribute to ad hoc projects and reviews.
5. To provide support with the following areas where appropriate:
  - External communications (including website, social media, press, public engagement etc.)
  - Timely data acquisition, monitoring, and initiative development in areas relevant to an EDC member's role in the School
  - Keeping the committee informed of activity supporting the work of the committee in the area relevant to the EDC member's role in the School.
  - To bring any equality and diversity issues to the Committee for consideration and discussion.
  - To represent equality and diversity views and issues affecting people in the EDC member's staff and/or student group(s).
6. To help prepare reports and recommendations to the School Management Committee and Senior Management Team.
7. To contribute to the development of the School's E&D charter mark submissions (presently to maintain the Athena SWAN award), including providing raw data, undertaking data analysis, drafting sections of the submission, developing future actions, etc.

\* Applicable to staff who receive formal workload allocation