



Diversity and Inclusion Officer (Open Mental Health)

At a glance

Salary: £29,271 (FTE), £17,562 (actual)

Hours: 21 hours per week

Location: Hybrid, Occasional office based in Taunton and home working

Contract length: Initial 1 year contract

Holiday: 25 days per year plus bank holidays (pro rata)

Reports to: Somerset Diverse Communities Programme Manager

Job Description

You will be part of the Somerset Diverse Communities team and work closely with the Somerset Diverse Communities Manager, the Stakeholder Engagement Officer (Open Mental Health) and with other members of the team, partner organisations and wider stakeholders to ensure that your work delivers our strategic goals.

You will lead the delivery of the Open Mental Health alliance's Equity, Diversity, Inclusion & Belonging (EDIB) strategy. This will ensure inclusivity and accessibility are embedded across services, workforce, and governance. Working collaboratively with others, you will help to shape a cohesive, integrated approach to EDIB across the alliance.

You'll be helping us:

Thrive Together

- Carrying out EDIB audits of all OMH partners and to review these regularly.
- Translating audit findings into practical actions and ensure they are embedded into partner policies, recruitment and workforce development practises and service delivery and ensure compliance with equality legislation and best practice standards.
- Tracking progress across the alliance through structured review and accountability mechanisms.
- Promoting inclusive recruitment and workforce development practices. To create regular reports of both qualitative and quantitative data as required both within Thrive and in external reports.
- Keeping up to date with legislation, guidance, and best practice in equity, inclusion, and belonging.

Build Connections

- Liaising with the Thrive core team who manage the translation and interpretation provision to ensure services are accessible to all communities.
- Supporting partners to embed accessibility standards across their work.
- Working with Thrive's Stakeholder Engagement Officer to use stakeholder insight to ensure strategies reflect lived realities of underserved and marginalised communities.
- Working closely with Second Step and Rethink to embed EDIB within trauma-informed and coproduction frameworks.

Enable Change

- Continuing the implementation, and ongoing development of the OMH EDIB strategy (2024 - 2029).

- Providing strategic advice and information to alliance leadership and governance structures on equity, accessibility, and belonging.
- Collecting and analysing qualitative and quantitative data to track EDIB progress and impact.
- Identifying EDIB training needs from audits and partner conversations.
- Designing, commissioning, or delivering training and workshops to strengthen staff and volunteer understanding of EDIB principles.
- Sharing learning across the alliance to build collective capability and confidence.
- Working in line with Thrive's policies and procedures.
- Contributing to fundraising, advocacy, and representing Thrive externally.
- Seeking opportunities to innovate and develop new programmes with colleagues and partners.

Education, qualifications and training:

- 5 GCSE's or equivalent, to include English and Maths (essential)
- Relevant degree or equivalent experience (desirable)

Knowledge, Experience and Skills:

Essential:

- Experience of delivering a programme of work with multiple activity streams with high quality outputs.
- Experienced at contributing to Equity, Diversity, Inclusion & Belonging initiatives in complex organisations and partnerships.
- Ability to translate data into practical, measurable actions.
- Experience of working as part of a wider team, and ability to develop strong relationships with colleagues to deliver change internally and externally.

- Excellent verbal communication and presentation skills, including experience of communicating with people from diverse backgrounds and organisations and presenting complex information in a concise and easily understandable way.
- Excellent written communication skills including experience of writing reports.
- Experience designing and delivering training or workshops.
- Excellent IT skills.
- Experience working collaboratively with partners (e.g., VCFSE, statutory, lived experience groups) to deliver joined up activities.

Desirable:

- Knowledge of trauma informed practice and co-production, and how they intersect with EDI.
- Understanding of the mental health system.
- Knowledge of equality legislation, accessibility standards, and EDI best practice.

Skills & Personal qualities

Essential:

- High level of emotional intelligence and sensitivity.
- Non-judgmental, compassionate and kind.
- Lateral thinker, who can provide creative solutions.
- Thorough with attention to detail and able to deliver high quality outputs.
- Good time management skills, with the ability to prioritise and meet deadlines.
- Problem solver, pragmatic and resilient, comfortable making decisions and using own judgement but also willing to work with colleagues and seek shared solutions.
- Flexible and adaptable.
- Willingness and enthusiasm to commit to own personal development, participate in training and acquire new skills.

Other

Essential:

- Access to a reliable broadband connection.
- Full current driving license.
- Access to a reliable car insured for business purposes.
- Suitable home working environment.