



**co-operative
party**

Equalities Officer

Location:	Flexible: home working or Co-operative Party office in London (when re-opened)
Salary:	£24,117 or £28,493 (inner London) per annum pro rata, plus generous annual leave, pension contribution, life assurance and recognised trade union
Hours:	3 days per week (may involve evenings and weekends).
Contract:	Fixed term contract for 18 months.
Closing date:	Midnight on Sunday 8 November. Interviews likely to be held on Friday 13, Monday 16 and Tuesday 17 November via Zoom
How to apply:	Click here to apply online.

Purpose of the role

To ensure that equality and diversity are reflected across the Party's work, including recruitment, organisation, policy, campaigns and representation.

Specific Responsibilities

Working with staff, members and local Parties to ensure that:

- The Party's recruitment reflects the diversity of our Society and is welcoming to all members regardless of ethnicity, religion, gender, disability, sexual orientation or age
- Elected representation reflects the diversity of our membership and that talented and committed co-operators are encouraged and supported to seek selection and election
- Our structures are such that all members, regardless of ethnicity, religion, gender, disability, sexual orientation or age are able to participate at every level
- Our policies, campaigns and events are inclusive and reflect the diversity of our membership.



Key relationships

Internal

- Excellent relationships with whole staff team
- Equalities Advisory Committee and Networks Steering Committee members
- Key officers within local parties and the diversity networks

External

- Equalities and diversity colleagues in subscribing societies, Labour Party and the co-operative and labour movement

Person Specification

Experience

- Experience of equalities and diversity, preferably in a political party, trade union or workplace setting

Knowledge

- Understanding of equalities legislation and best practice
- Proficient in all Microsoft Office applications, including Teams

Skills

- Great written and verbal communication skills and relationship handling
- Ability to work on your own initiative, prioritise work and manage workload effectively
- Ability to build positive working relationships with a range of stakeholders

Personal Attributes

- Commitment to co-operative values and the work of the Co-operative Party
- Commitment to equal opportunities
- Excellent judgment as well as sensitivity and discretion
- Enjoys a fast-paced environment