



**Job Title:** Community Diversity and Inclusion Practitioner

**Contract:** Fixed Term Contract  
(One Year – with potential to extend subject to funding)

Full Time (37 hours per week)

**Line Manager:** ISCRE Projects Manager

**Salary:** £22,000 per annum

**Summary of Main Responsibilities:**

To work closely with the Projects Manager on the delivery of Service Level Agreements between ISCRE, HMP Highpoint and other prisons. In line with your role of supporting prisons' to embed practical ways of meeting their Public Sector Equality Duties, you will take the lead role in supporting prisons to eliminate unlawful discrimination, promote equality of opportunity and promote good relations between different protected characteristic groups.

To plan and coordinate the delivery and implementation of ISCRE's criminal justice related projects through close liaison with the ISCRE team and partners

Being responsible for managing the administrative and recording requirements and for the achievement of project outcomes through research, creativity and engagement with the prison community as appropriate.

**Job Description:**

**Main Duties and Responsibilities:**

1. To support work on the establishment's Diversity and Inclusion Action Plan. This should be done with the help of the prisons' Diversity and Inclusion Team;
2. Make an assessment of the ongoing needs across the prison that are specific to race, but to be inclusive of all forms of discrimination against all nine legally protected characteristics and provide advice where necessary;
3. To provide support to the Equality Impact Assessment (EIA) process;
4. To ensure that an agreed percentage of the Discrimination Incident Reporting Forms (DIRFs) are audited;
5. To attend all Diversity and Inclusion Action Team (DIAT) meetings and prison residents' Diversity and Inclusion Forum;
6. To bring actual and/or potential problems to the attention of the Chair of the DIAT and/or Governor;

7. To ensure all BAME prison residents who act as Representatives at the DIAT meetings receive induction training in equality and diversity;
8. To advise and work with the DIAT to achieve its objectives;
9. To assist in the internal audit of diversity and inclusion and assist in the preparation of any known prison audits and inspections;
10. To contribute to the community engagement strategy;
11. To contribute to the ongoing promotion of equality in prisons;
12. To make yourself known and available to staff and prison residents as a source of information and advice so that they may understand and implement prison policies around diversity and inclusion;
13. To assist in providing diversity and inclusion training, promoting staff and prison residents' awareness on issues relating to discrimination;
14. To maintain an up-to-date knowledge and understanding of the relevant laws, policies and guidelines and about other developments and good practice within the field of diversity and inclusion work;
15. Organise forums and meetings with prison residents and staff as required to achieve the outcomes of the project;
16. Manage evidence of project activity and provide ongoing evaluation of progress against the key aims/outcomes of the project highlighting any risks and possible solutions to the project outcomes;
17. Assisting with external events, presentations and training delivery;
18. Actively participate in team meetings, briefings and training events;
19. Contribute to the development of learning materials or other resources;
20. Take responsibility for developing your own and other professional knowledge and skills;
21. Maintain the standard of professional service in line with relevant policies and procedures;
22. Undertake any other related duties as may reasonably be required.

**Special Conditions to Note:**

1. The post holder will be required to travel across Suffolk, regionally and nationally for which the appropriate allowances will be paid;
2. The hours of work are flexible to meet the demands of the job, and may require some evening and weekend working, for which time off will be given;
3. This job description may be subject to change in consultation with the post holder;
4. The post holder works toward ISCRE's commitment to Equality and Human Rights.

## **Person Specification:**

### **Essential Skills and Attributes:**

Whilst the post is open to all, **we are particularly keen to attract candidates who are from backgrounds currently underrepresented in prisons**, and who may have experienced some of the issues faced by our service users.

- Has the experience to demonstrate that, after initial training, can work independently within a prison setting;
- Experience of outreach or detached work;
- Knowledge and understanding of the diversity and inclusion issues facing prison residents;
- An understanding of the risks entailed in service delivery to prison residents and risk management processes;
- Practical knowledge of the Equality Act 2010;
- Demonstrate strong verbal communication skills and inter-personal skills with the specific areas of expertise relevant to post duties/responsibilities, such as tact, diplomacy and resilience;
- Demonstrate the ability to work on own initiative as well as part of a team, to follow and adhere to the guidelines and structures in place at the prisons, in line with ISCRE's professional employment standards, policies and procedures;
- Has confidence to challenge discriminatory behaviour and language, and explain why it is unacceptable;
- Demonstrate respect for all cultures, religions and beliefs;
- Show good office IT skills to include use of up to date technology such as Microsoft Word, Excel, Teams and Zoom etc.;
- Experience of working to demanding time scales and competing priorities in a pressurised environment;
- Demonstrate the ability to problem solve and deal with stressful situations;
- Demonstrate the understanding for respect for confidential information;
- Demonstrate an ability to empathise with prison residents;
- Full (clean) Driving Licence.

### **Desirable Skills and Attributes:**

- Ability to engage prisoners effectively;
- Experience of living/working with communities/individuals who are affected by discrimination
- Knowledge of the workings of relevant agencies in the voluntary or statutory sector in a relevant field of work;
- Acts upon concerns about discrimination or inequality of opportunity.