

## JOB DESCRIPTION

<b>Job Title</b>	Head of Engagement and Partnerships – Equalities
<b>Reporting to:</b>	Deputy Director for Ageism and Inequality
<b>Reporting from:</b>	Voice and Engagement Manager, Research and Policy Manager
<b>Location</b>	Central London Offices and Hybrid working to be supported Expectation that your minimum office attendance will be 6 days per month. This is open to amendment in the future
<b>Hours</b>	37.5 hours / 5 days a week Flexible working arrangements are supported
<b>Salary Band/Grade</b>	4

### Job Purpose

This role will support Ageing Better to achieve its ambitions to reduce inequalities in ageing, and ensure our work retains a clear focus, and has impact, on achieving greater equality for disadvantaged and marginalised communities. This will require a deep understanding of equalities issues and approaches, the ability to forge effective partnerships and to provide strong leadership, internally and externally.

Involving the voice of lived experience is an essential part of our equalities approach. This role will work with the Voice and Engagement Manager to ensure the voice of lived experience is reflected through all aspects of our work, and will take the lead on ensuring the we are hearing from the most disadvantaged and marginalised communities.

### Principal duties and responsibilities

#### **Programme and partnership development**

- 1) Lead the programme development and management of the inequalities in ageing workstream, including supporting the development and implementation of theories of change, impact measurement, project plans and communications and influencing plans
- 2) Establish and manage external relationships and partnerships with equalities organisations and groups, building a coalition of equalities organisations with an intersectional focus on age.
- 3) Oversee, and / or directly manage, collaborative research and influencing projects on addressing inequalities in ageing.
- 4) Ensure the involvement of experts by experience in projects, working to exemplify best practice in accessibility and inclusion and ensuring our work reflects the diversity of the older population.
- 5) Manage budgets and ensure accurate and timely reporting of programme and financial

information.

- 6) Work collaboratively with the wider action area team to support programme development and delivery, providing advice and guidance on projects, influencing plans and stakeholder management across the team.

### **Organisational leadership on equalities and involvement**

- 7) Working with the Deputy Director – Ageism and Inequality to provide organisation-wide leadership to champion and support implementation of our commitment to addressing inequalities and involving the voice of lived experience, providing leadership and guidance to project teams, and building relationships with equalities and community organisations.
- 8) Support the work of the Equalities Advisory Group and internal ED&I committee, ensuring actions are implemented across the organisation.
- 9) Support the Voice and Engagement Manager in the continued improvement of our organisational approach to involvement
- 10) Lead on increasing our engagement with older people from marginalised and underheard communities, through collaboration and partnership with equalities, community and faith-based organisations

### **Communications and influencing**

- 11) Represent Ageing Better in the media, on speaking platforms and through writing reports, articles and blogs.
- 12) Work with the External Affairs Manager to horizon scan, keep abreast of policy developments and support the development of policy positions in relation to inequalities in ageing, and agreeing messaging / positions in response to influencing and media opportunities

### **Management and business development**

- 13) Work with the Deputy Director Ageism and Inequality, and Director of Fundraising and Partnerships to develop concept notes, proposals and bids for funding as required
- 14) Lead, manage and develop staff, to support them to deliver good work and grow in their skills and knowledge.

### **Shared Responsibilities**

- Comply with CfAB's policies and procedures at all times
- Promote and support open and effective collaboration across CfAB, participating in team meetings, planning sessions and cross organisational initiatives as needed to meet shared organisational goals
- Carry out all duties in a professional manner and in line with our values
- Adhere to relevant data protection laws and regulations, including UK GDPR and the Data Protection Act 2018 ensuring the secure and ethical handling of personal data
- Promote and maintain a safe and healthy working environment in line with CfAB's Health and Safety policies and statutory obligations, taking responsibility for your own health and well being
- Support fundraising and income generation activities as required, whether by contributing to the development of funding bids or by supporting, monitoring, reporting and impact evaluation processes
- Actively contribute to the charity's influence and advocacy work promoting the voice and best interests and rights of older people
- Undertake any other roles or responsibilities that may be reasonably required within the scope of the Band and scale of the role

## Person specification

Criteria	Essential	Desirable	How identified & assessed
<b>Knowledge / Skills</b>			
Expert understanding of equalities issues, theories and approaches and a proven ability to embed this in the role through leadership, reflection and challenge where necessary	✓		Application/ Interview
Good understanding of equality law and its application		✓	Application/ Interview
Expert understanding of involvement and participation, and the enablers of and barriers to inclusive, meaningful involvement.	✓		Application /Interview
Good understanding of research methods and approaches and specifically inclusive and participatory approaches	✓		Application / Interview
Strong interpersonal and communications skills, with the ability to with ability to gain credibility among our key stakeholders and work collaboratively with a range of individuals	✓		Interview
Excellent strategic thinking, with the ability to identify strategic opportunities for influence, collaboration and partnership working to further impact and aims	✓		Application/ Interview
Good understanding of the evidence and policy landscape relating to inequalities in ageing		✓	Application/ Interview
<b>Experience</b>			
Line management and leading multi-disciplinary teams	✓		Application
Extensive experience in establishing strategic partnerships and developing and delivering partnership projects	✓		Application/Interview
Significant experience in developing trusted relationships with community organisations, equalities organisations and faith groups	✓		Application / Interview
Significant experience leading co-production, involvement and/or participatory research projects with people with lived experience, particularly the most under-represented and under-heard groups	✓		Application / Interview
Significant project and programme development and management experience, budget management and impact measurement	✓		Application
Experience of working with complex research and using evidence to influence change	✓		Application/ Interview
Representing organisations externally including speaking at events and to the media	✓		Application
Experience of having developed policy positions and engaging with civil servants, members and senior officials to influence change	✓		Application
Experience of having led change within an organisation – shifting culture, practice and policy	✓		Application/ Interview

Personal qualities			
Commitment to Ageing Better's vision, mission and values	✓		
Highly effective team player who is willing and able to share responsibilities in a collective leadership model	✓		Interview
A willingness to work flexibly across projects and teams	✓		Application / Interview
Collaborative approach and ability to build effective relationships with a wide range of people	✓		
Ability to work independently, take initiative and be creative in solving problems	✓		Interview
A demonstrable commitment to Equality, Diversity and Inclusion (ED&I), and a willingness to learn about and engage in these issues on an ongoing basis	✓		Application and Interview