

## Diversity and Inclusion Officer

<b>Hours</b>	Full time (37.5 hours/week) We are open to considering reduced hours and flexible working for the right candidate.
<b>Location</b>	Working from Home with some in-person meetings.
<b>Reports to</b>	Diversity and Inclusion Manager
<b>Salary</b>	£25,970 to £30,404
<b>Duration</b>	18 months
<b>Key contacts</b>	External Engagement Team, other members of Policy and Learning Team, Programmes Team, external stakeholders.

### About THET

For over 30 years, THET (the Tropical Health & Education Trust) has been working in partnership to strengthen health systems and build health workforce capacity in low- and middle-income countries (LMICs). We work closely with Ministries of Health and in partnership with UK and LMIC health institutions, and we are a Non-State Actor in Official Relations with the World Health Organization. We strengthen health systems by responding to local and national priorities, supporting the training of health professionals, facilitating knowledge exchange and the development of policy and regulatory environments, and offering thought leadership and project management expertise.

At the centre of our approach, is the model of [Health Partnerships](#), long-term relationships between UK and LMICs health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience. They are rooted in an understanding that equitable relationships between health professionals across borders can benefit all involved.

THET has staff in six countries and relationships in many more, with approximately 60% of employees in the UK. We now work entirely virtually, with occasional in-person meetings and access to office space in central London. We are committed to supporting staff in working effectively from home and creating relationships within and across teams.

THET offers a range of benefits including 25 days annual leave (pro-rata) plus 3 days winter closure between Christmas and New Year; 5% pension contribution when Employee contributes 3%; Cycle to work scheme; and a Child Care voucher scheme.

You can learn more about our work on our [website](#).

### About this role

As Diversity and Inclusion Officer, you will be building on our work to recognise the contribution made by NHS diaspora<sup>1</sup> staff to global health, expressed in our recent policy paper, [Experts in Our Midst](#). Working closely with the Diversity and Inclusion Manager, on secondment from NHS Wales, you will work across all THET's teams and with multiple external stakeholders from the NHS and the private sector.

<sup>1</sup> THET's working definition of diaspora, as published in Experts in Our Midst, is: "Modern diasporas are ethnic minority groups of migrant origins residing and acting in host countries but maintaining strong sentimental and material links with their countries of origin."

Experts in Our Midst starts with a recognition that almost 1 in 7 NHS staff report a non-British nationality, connecting the NHS to over 200 health systems around the world. It moves on to recognise that unconscious bias and racism have marginalised diaspora staff and hindered their opportunities to engage in global health activities historically. This has inhibited the UK's ability to learn from the insights and expertise they bring into how healthcare is delivered around the world.

As such, Experts in Our Midst seeks to contribute to broader efforts to address equity and inclusion, as outlined in this recent blog, [NHS's secret equity weapon](#). The chief programme you will contribute to will give practical expression to the ideas contained in the original policy paper.

You will be a core part of the team working to develop a "Diversity Network", to recognise and champion the expertise which diaspora health workers contribute to the UK and global health systems. The network will include at least 30 NHS trusts and boards across the UK NHS, as well as relevant external organisations such as Health Alliances and diaspora professional associations and the private sector.

A key component of this work will be gathering information for trusts/boards, providing data from which their understanding will develop. You will work with NHS contacts and the THET team to:

- Map the global health connections and activity of their diaspora staff.
- Identify the value of those connections, particularly in terms of experience/skills brought from other health systems and cultures.
- Identify barriers to fully realising this value in the NHS, and potential solutions.

You will collate this data and undertake wider research to underpin a flagship policy report, which we will publish in Autumn 2023. The report will provide a commentary on how the UK health community is engaging with health services in low- and middle-income countries (LMICs), aiming to support the ethical and practical arguments for a globally engaged NHS supported by UK Official Development Assistance spending.

On occasion, you will also support other key work at THET and contribute to ongoing development of an antiracist culture within the organisation.

## Who we are looking for

You will have strong written and verbal communication skills and experience of the issues affecting members of a diaspora, or individuals from black and minority ethnic groups. You will have excellent organisational skills, be comfortable working independently and under the guidance of others, and be able to work flexibly across teams.

You will have good understanding and experience of both quantitative and qualitative data collection and analysis methods, and experience of the global health and/or the international development sector. Experience of working in the NHS and/or a low- or middle-income country health system would be an advantage.

You must understand and align with THET's ethos, as articulated in our [Principles of Partnership](#).

## Main Duties and Responsibilities

### Programme design

You will contribute to discussions around design and development of the main programme of work. Your experience and ideas will help to shape initial plans, and interim progress and results will support ongoing adjustments to ensure maximum efficacy.

### Information-gathering from NHS trusts and boards

You will engage with key contacts in NHS trusts/boards, such as BAME network representatives, equality and diversity champions, managers and Health Partnership leads, to support mapping and understanding of diaspora staff's global connections.

You will work with THET's Policy and Monitoring, Evaluation and Learning (MEL) Leads to develop appropriate data collection methods, which are likely to be both quantitative and qualitative. You will lead analysis and presentation of the data gathered and, with the wider team, draw lessons and key messages from this.

## **Research and report writing**

You will undertake wider desk-based and qualitative research to inform the flagship report. The nature and scope of this will be determined during the design phase, to which you will input. It is likely to include connecting with colleagues and other stakeholders in LMICs, as well as the broader UK health landscape.

You will draft relevant sections of the flagship report and contribute to overall thinking on content, working closely with the Head of Policy and Learning and the Diversity and Inclusion Manager.

## **Other activities**

You will contribute to other programmes and activities within THET, giving you a broader understanding of and influence over the context within which the main programme operates. This may include:

- Sharing learning from your own work or others', including working with the Policy and Learning Officer to engage external speakers for staff meetings.
- Developing content related to your activities for the THET conference, or other internal/external events.
- Supporting other areas of research across THET, for example around benefits of global health volunteering for UK participants and their organisations.
- Supporting ongoing development of an antiracist culture in THET, which promotes intersectional diversity and redresses post-colonial power imbalances.

## **Development opportunities**

As a core member of one of THET's newest and most important programmes, you will build experience and knowledge from colleagues across teams, as well as external stakeholders. You will learn through the guidance of the Steering Group formed specifically for this programme and the Diversity and Inclusion Manager, whose role is also primarily aligned to this work. You will develop contacts across the UK health system and with wider global health organisations. You will develop a deep understanding of the issues surrounding inclusion and valuing of diaspora staff in the NHS, as well as international migration of health workers more generally.

Here are the top four things we think you can be excited about:

- You will join a growing, dynamic team which brings together skills and experience from different sectors, and across the world.
- You will contribute to and shape a programme which benefits the NHS and global health, by improving diversity and inclusion.
- You will undertake stimulating research independently, but with expert guidance.
- You will help to shape and draft a flagship policy report, which will influence health system leaders and politicians.

## Person Specification

Person specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A Degree in a relevant subject or equivalent experience.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a research, policy or health sector organisation.</li> <li>• Direct or indirect experience of the issues affecting members of a diaspora, or individuals from black and minority ethnic groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous research in the global health field.</li> <li>• Previous employment in a low- or middle-income country.</li> <li>• Previous employment in the health sector.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• International development and / or global health concepts.</li> <li>• Project management cycle.</li> <li>• Demonstrable understanding of gender equality and social inclusion, and race equality.</li> </ul>	<ul style="list-style-type: none"> <li>• Migration of professionals within the global health system.</li> <li>• Policy and influencing</li> <li>• Financial management concepts.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong team player, including across teams.</li> <li>• Intercultural sensitivity and awareness.</li> <li>• Excellent communication skills, especially in written English.</li> <li>• Excellent organisational skills, including project management.</li> <li>• Qualitative and quantitative data collection, management and analysis.</li> <li>• IT proficiency, including MS Word, Excel, PowerPoint.</li> <li>• Able to present complex concepts and data clearly.</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Commitment to THET's approach, ethos, and values.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Capacity to respond flexibly to changing requirements.</li> <li>• Able to work remotely, with appropriate support.</li> <li>• Able to travel within the UK and overseas.</li> </ul>	