



Job Description and Person Specification

Summary

Job title:	EDI Coordinator
Area:	Strategic Assurance
Reference:	EHTA2636-0426
Grade and Salary:	Grade 7 Points 36-40 £35608 - £38784 per annum
Contract Type:	Permanent
Hours:	Full Time (36.25 hours per week)
Location:	Campus based role. Hybrid with base at Ormskirk, Lancashire, L39 4QP
Accountable to:	Chief Student and Governance Officer
Reporting to:	Associate Director of Strategic Assurance



About the Role

The EDI Coordinator will play a key enabling role in supporting the delivery of Edge Hill University's Equity, Diversity and Inclusion (EDI) Strategy and associated action plans. Working within the Strategic Assurance function, the role will strengthen coordination, consistency and practical support for colleagues leading EDI activity across faculties, departments and professional services.

This is a proactive and knowledgeable support role, focused on ensuring the effective implementation of EDI priorities across the institution. The postholder will provide practical guidance, resources, evidence-informed insight and problem-solving support to local EDI leads, committees and project teams. They will help translate strategy into meaningful action by promoting inclusive approaches, supporting evaluation activity and identifying opportunities for collaboration across academic and professional areas.

Duties and Responsibilities

Strategic Coordination and Support

1. Support the Associate Director of Strategic Assurance in operationalising the EDI Strategy and monitoring progress against institutional EDI delivery plan.
2. Monitor and support the delivery of institution-wide priority EDI projects identified through strategic planning, ensuring clear KPIs and robust project governance.
3. Facilitate alignment between EDI action plans, the central EDI Strategy, Widening Access and Student Success strategies, People & Culture priorities, and relevant charter frameworks (e.g., Athena Swan).
4. Lead and deliver specific, small-scale EDI projects identified through institutional priorities, ensuring practical implementation, measurable outcomes, and clear dissemination of learning across faculties and professional services.

Advice, Guidance and Capacity Building

5. Keep abreast of best practice guidance to provide evidence-informed advice to staff at all levels on practical implementation of inclusive practice, including inclusive curriculum considerations, equity-based decision-making, and wellbeing-informed approaches.
6. Design, lead and evaluate targeted improvement interventions, ensuring alignment with institutional objectives and reporting outcomes to governance groups.

7. Promote the use of Equality Impact Assessments (EIAs) across the institution and provide assistance to teams undertaking EIAs for policies, projects and structural changes.
8. Design and coordinate targeted improvement interventions and support the delivery of associated actions in partnership with colleagues across the University.

Data, Insight and Evaluation

9. Lead the development and application of evaluation frameworks, methods and analytical approaches that inform institutional EDI policy, action planning and resource allocation
10. Analyse and interpret quantitative and qualitative EDI data, producing institution-level insight reports and recommendations for senior leaders
11. Assist in coordinating evaluation of local and institution-wide EDI initiatives, ensuring alignment with the University's theory of change.
12. Work with the HR and Student Journey teams to strengthen the use of insight and lived-experience data in decision-making.

Engagement, Networks and Communication

13. Support the coordination and development of staff networks and EDI working groups and sub-committees, ensuring effective communication channels and follow-through on actions.
14. Work collaboratively with the Students' Union, student advisory panels, and EDI Ambassadors on matters relating to student belonging, lived experience, and inclusive environments.
15. Provide expert advice to Corporate Communications to ensure strategic alignment of all EDI messaging and engagement campaigns
16. Act as project lead for defined EDI events, campaigns, or improvement initiatives, ensuring effective planning, delivery, and evaluation.
17. Coordinate the administration and distribution of the University's EDI Fund, including promoting opportunities, supporting colleagues to submit proposals, and ensuring transparent decision-making and reporting.

Governance and Reporting

18. Prepare draft reports, papers, and updates for governance committees, including EDI Strategy Group, and other relevant committees where required, such as the HR Policy Group, Institutional Sustainability Committee, and relevant faculty meetings.
19. Monitor progress of action plans and maintain accurate documentation relating to EDI activities and commitments.
20. Support processes of continuous review, internal challenge, and quality assurance across EDI-related practices.
21. Prepare reports that frame evidence-based options and recommendations for decision-making by EDI Strategy Group, HR Policy Group and other committees.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equity, Diversity & Inclusion and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Degree (or equivalent experience)	Essential	Application
Evidence of continuous professional development relevant to EDI, governance, or organisational development	Desirable	Application
Training related to EDI, inclusive practice, research methods or organisational change	Desirable	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience supporting or delivering equity, diversity, inclusion, wellbeing or culture-change initiatives	Essential	Supporting Statement and Interview
Understanding of EDI concepts, systemic inequalities, intersectionality and inclusive organisational practice	Essential	Supporting Statement and Interview
Experience of coordinating projects or working across multiple teams/departments	Essential	Supporting Statement and Interview
Experience analysing data, interpreting insight, or supporting evaluation activity to influence organisational decision making	Essential	Supporting Statement and Interview
Knowledge of the higher education context and relevant frameworks (e.g., Athena Swan, APP, EIA processes)	Desirable	Supporting Statement and Interview
Experience engaging with staff networks or representative groups	Desirable	Supporting Statement and Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Understanding of inclusive education principles and/or student experience processes	Desirable	Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Strong coordination and organisational skills, with the ability to manage multiple priorities	Essential	Interview
Ability to present information clearly to different audiences	Essential	Interview
Confidence supporting culture change and advocating for inclusive practice	Desirable	Supporting Statement and Interview
High levels of emotional intelligence and cultural humility	Desirable	Interview
Ability to build trust and maintain confidentiality	Desirable	Interview
Proactive, solutions-focused approach to problem-solving	Essential	Supporting Statement and Interview
Collaborative working style, with the ability to form positive relationships across diverse groups	Essential	Supporting Statement and Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Peter Roberts, Head of Risk, Assurance & Business Support at Robertpe@edgehill.ac.uk

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment
- **Start date:** A start date will be arranged after pre-employment checks are completed.