



Royal  
Botanic Garden  
Edinburgh



# Equality, Diversity & Inclusion Manager

Royal Botanic Garden Edinburgh

Recruitment Pack

- Starting salary £31.5k-£34.2k pro rata (pay award pending) plus civil service pension and other benefits
- Part-time - 22.2 hours per week
- Based in Edinburgh/remotely
- 3 year fixed-term position

Closing Date: Midday Monday 24<sup>th</sup> May 2021

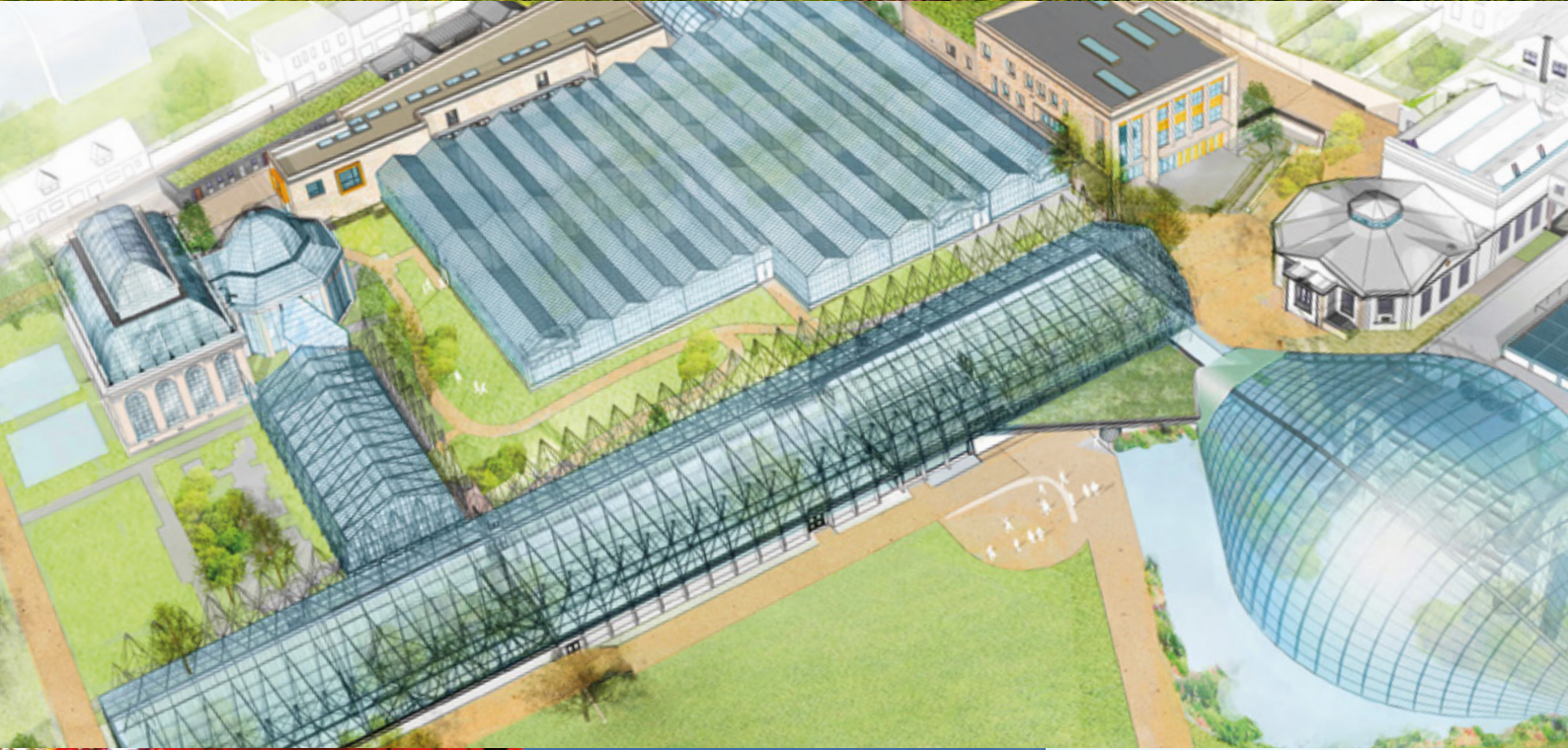
# Who we are

The Royal Botanic Garden Edinburgh (RBGE) is one of the world's top four botanic gardens based on the quality, breadth and depth of our science, plant collections, public engagement, and education. We're at an exciting time in our history as we begin the Edinburgh Biomes programme, the most ambitious project in our history: a multimillion capital build programme replacing and restoring our existing research glasshouses; creating a stunning new public glasshouse; building new research facilities and replacing aging infrastructure.

Nationally we are a key contributor to Scotland's response to climate change and biodiversity loss, guided by a range of key policies including the Environment Strategy for Scotland "*One Earth. One home. One shared future*" and "*Securing a Green Recovery on a path to Net Zero*". Globally we work in partnerships across the world to support the sustainable use of plant biodiversity, and to promote planetary health and green recovery.

We are about to launch a new 5-year corporate strategy in response to the biodiversity crisis and climate emergency while delivering for Scotland and the world. As part of that strategy, we are striving to be an organisation which ensures equity and inclusion in all dimensions of our work, locally and globally. This includes achieving a step change in equality for Black and People of Colour, while continuing to respect and value a diverse range of perspectives. And to do that we're looking to recruit an individual with a sound grasp of equality, diversity and inclusion (EDI) to help us achieve this.







# Who you are

You are ideally the type of individual that thrives on changing hearts and minds and enjoys working collaboratively to ensure EDI principles and behaviours are embedded at organisational and individual levels.

We're looking to further develop an environment free from discrimination of any kind, and in partnership with colleagues to seek opportunities to influence and sustain change at a societal level both nationally and internationally.

If you believe you have the passion and drive to help us succeed, we would really like to hear from you.



Joanne Hannah  
Director of Resources & Planning



# The Team

You'll be a part of our Resources and Planning division, a combination of the planning, digital, finance, and HR teams that are key to delivering the high quality corporate, financial and resource management that underpin our continued success.

In addition, you'll be playing a major part in our Equality, Diversity, and Inclusion group, 25 individuals gathered from across the organisation who are keen to take forward EDI initiatives. We've developed an ambitious strategy and are halfway through our latest Athena SWAN bronze award accreditation, and we're now looking for someone to lead on the delivery of the next steps.

The Black Lives Matter movement to address racial injustice has helped create the impetus to address racism and inequality across society and is a profound moment of global societal change. As an international organisation, benefiting from plant collections gathered over the last 350 years, RBGE is embracing this period of global societal change and recognising the inextricable links between environmental and social justice. As a result, our short life Racial Justice Working Group will be reporting to our Board of Trustees in June outlining a series of recommendations, and you'll be helping to manage take forward these changes.



# The Role

a) Support the embedment of the principles of EDI into every aspect of working practice and culture at RBGE, through engagement with people, and our policies and processes.

b) Work to advance equality and equity of opportunity, and support the elimination of any forms of discrimination, harassment, and victimisation.

c) Widen the focus of EDI at RBGE to enhance the overall experience of all (staff, students, volunteers and visitors) in addressing equality issues across all protected characteristics.

d) Engage with the delivery of RBGE's Athena SWAN programme to promote gender equality.

e) Support our ambition to reduce where necessary RBGE's gender pay gap and work to better understand ethnicity and disability pay gaps.

f) Design innovative recruitment campaigns to attract and retain talented individuals from diverse socio-economic, educational and cultural backgrounds, and ensure equal, fair and proportionate access to employment and representation across our workforce.

g) Support the Head of Education to inspire young people to pursue careers in science, conservation and horticulture.

h) Work with our Senior Management Team to ensure a consistent approach to EDI for all students, staff, volunteers and visitors, and highlight RBGE as an inclusive organisation through identifying potential partnerships, promotional activities, and award opportunities.

i) Ensure RBGE is kept up to date and compliant with EDI legislation and policies and be aware of trends across the EDI landscape.

j) Coordinate EDI related meetings, prepare reports and briefing papers, and maintain momentum to achieve key deliverables within associated plans.



# Skills, Knowledge & Experience

To be successful in this role, we think you'll need the following:

## Essential

- Previous experience in a similar role.
- Knowledge of EDI and Racial Justice agendas at a national level.
- Good knowledge of equality legislation and best practice, and how this applies in practice.
- Strong influencing skills.
- Ability to build and maintain effective working relationships with colleagues with partners in external organisations.
- Expertise in working with and across multidisciplinary groups and teams.
- Ability to spot opportunities and to take initiative to transform ideas into action.
- Strong digital and administrative skills.
- Excellent written and oral communication skills.
- Ability to build strong working relationships at all levels.
- Self-motivated with a high degree of sociability and an adaptable, and 'can do' attitude.
- Strong team player that can operate both quickly and with a flexible and inclusive approach.

## Desirable

- Experience of delivering training sessions.
- An interest in climate change, biodiversity, environmental issues, or similar.
- Working knowledge of Athena SWAN or similar accreditation scheme.
- Knowledge of legislative accessibility requirements.

## Ways of Working

- People-centred – wholly inclusive, treating everyone with respect.
- Communication – communicates in an open, honest and timely fashion.
- Collaboration – actively seeks out opportunities to collaborate with others.
- Customer-focussed – works to understand and anticipate customer requirements, and translates them into actions that meet and exceed expectations.
- Curiosity – inquisitive, knowledge-based and constantly exploring and expanding expertise, and sharing knowledge.





For enquiries about the post please contact  
Ian Hardman, Head of Human Resources, at  
[ihardman@rbge.org.uk](mailto:ihardman@rbge.org.uk)

To apply email **[recruitment@rbge.org.uk](mailto:recruitment@rbge.org.uk)** with:

- your CV
- a covering letter outlining the skills and experience you'd bring to the post
- a completed equal opportunities questionnaire from our website

**[www.rbge.org.uk/about-us/working-with-us](http://www.rbge.org.uk/about-us/working-with-us)**

**Closing date: Midday Monday 24<sup>th</sup> May**

Interviews will be held on Thursday 3rd June

The Royal Botanic Garden Edinburgh is a charity registered in  
Scotland (No SC007983)

