

JOB DESCRIPTION

JOB TITLE	Diversity and Inclusion Adviser - voluntary role on the CWN Board
ORGANISATION	City Women Network
OFFICE LOCATION	Home based role/flexible
REPORTS TO	CWN President
WORKING HOURS	Flexible to suit incumbent
DATE	ASAP. Applications close 28 th February 2019

ABOUT CWN	<p>CWN is one of the longest established independent organisations for senior professional and business women in the UK.</p> <p>Founded in 1978, CWN was the first network for women in banking, accountancy and law in the Square Mile, and continues to diversify its vibrant and influential platform today to include senior women representing a varied range of professions, sectors and backgrounds.</p> <p>CWN welcomes individual and corporate members. We are a selective network and base our criteria for entry upon seniority and professional accomplishment. CWN is committed to furthering the professional and personal development of female talent in business. We provide a peer-to-peer networking platform enabling senior professional women to make connections, build influence and enhance their careers. As a membership organisation we are committed to providing a supportive, collegial community.</p> <p>At CWN, our members can share agendas on topical issues and benefit from opportunities and events that contribute to both their professional skills and personal qualities, helping them realise and maximise their potential. We also seek to make a strong impact in our communities through the bi-annual selection and dedicated fundraising for a charity supporting women or children in the UK.</p> <p>CWN has established relationships with other networks and professional associations operating around the world. This is useful for members in global roles, providing access to intelligence, contacts and events on the global stage. We are a non-profit organisation that 'values difference'.</p>
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DESCRIPTION	Primary focus as an Adviser on the Board working with the President and VP, and relevant committee Chairs (Board members) to develop and define CWN's D&I strategy. Adviser will also work with selected committee members in their delivery of specific initiatives.
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ROLE OVERVIEW	In line with CWN's vision and values, lead specific Diversity & Inclusion initiatives and projects that support the broader D&I strategy and help to position CWN as a leader/voice for Diversity and Inclusion; Provide subject matter expertise and support to the CWN Board, Committees and our Corporate and Individual members (if needed).
KEY RESPONSIBILITIES /ACCOUNTABILITIES	Work with the Board and assist in acting as an ambassador for CWN in respect of Diversity & Inclusion, including the management of internal relationships, external partners and cross-sector networks;

	<ul style="list-style-type: none"> • Keep up to date in key developments/research in the specialist field of Diversity & Inclusion and update CWN Board and our policies/initiatives accordingly. • Work with the CWN Board members and their Committees to embed CWN diversity and inclusion activity into our processes and policies. • Work with the External Relations, Marketing/Communications and the Events committees in creating opportunities to collaborate and engage with industry bodies and deepen these relationships through diversity and inclusion related activity. • Assist the Board in its collaboration with FV (fractionvitri.com), CWN's associate network for early stage career women and assist with the development of key collaborative initiatives such as reverse mentoring (gender and generational) and male allies programme. • Help the Board to develop and manage relationships with key professional/external bodies and represent CWN, where appropriate, on external forums and working groups. • Research and review external benchmarking experts such as Stonewall WEI (workplace equality index) Times Top 50 Employers for Women, Top Employers for Working Families, Best Employers for Race, FT, BITC etc. • Assist the President and Marketing and Communications committee with internal and external D&I communications and branding.
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THE CANDIDATE	<ul style="list-style-type: none"> • Presentable and comfortable in front of Board members, committees, corporate partners and external bodies/events.
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • have a strategic mindset; have an excellent knowledge of D&I best practices. • have a genuine passion and enthusiasm for diversity and inclusion; • be able to quickly build relationships at all levels and influence, persuade and coach. • have experience of working in teams/environments be analytical and able to assimilate large amounts of information and data; be organized and efficient, able to manage projects and competing priorities. • Comfortable working both individually and as part of a team and prepared to challenge ideas within a group in a constructive way • Corporate level D&I experience gained in a service of knowledge orientated environment.
APPLICATION PROCESS	<p>Please forward full CV and statement of interest to: admin@citywomen.org by 31st January 2019</p>