



## Job Description

Post title:	Development Manager (Equality, Diversity & Inclusion)
Reporting to:	Head of Programmes and Projects
Responsible for:	N/a
Job Level:	Level 4
Location:	Home based with travel to the Aura Centre & across the Humber as required.

### Principal purpose of post:

Increase sustainable, inclusive physical activity in underserved communities (low income, LGBTQ+, ethnically diverse) by removing barriers to participation.

Develop the use of sport and physical activity to boost aspirations and improve life outcomes for disadvantaged groups through the following:

- Use of effective diversity and inclusion approaches (including trauma-informed practice and meaningful community involvement through the Lundy Model);
- leading the organisation's Diversity and Inclusion Action Plan (DIAP);
- providing EDI support to partners on issues such as hate crime, anti-racism, refugee inclusion, women and girls' participation, and LGBTQ+ inclusion;
- Supporting communities build stronger relationships and work well together.

### Key Responsibility Areas:

#### Partnerships and Relationship Management

- Building and maintaining strong, productive relationships with organisations supporting communities facing inequalities.
- Working collaboratively with charities, community groups, and statutory agencies to strengthen shared messaging and coordinated action.
- Representing the organisation professionally and acting as an external advocate for its mission.
- Maintaining effective working relationships with a wide range of stakeholders.

#### Equality, Diversity and Inclusion (EDI)

- Embedding EDI principles across all programmes and partnerships.



- Supporting individuals from lower socio-economic backgrounds, culturally diverse communities, and the LGBT+ community to access physical activity opportunities.
- Understanding and addressing the barriers faced by communities experiencing inequalities.

#### Community Insight & Needs Analysis

- Undertaking insight work to understand community needs, motivations, and barriers.
- Using evidence to shape programme development.
- Conducting monitoring, evaluation, and learning activities to inform continuous improvement.

#### Capacity Building, Training & Support

- Support the development and delivery of training that builds local capacity and strengthens community-led provision.
- Assist organisations in securing investment to expand physical activity and sport opportunities for disadvantaged groups.
- Proactively support investment through Active Humber into community organisations working to reduce inequalities in activity levels.
- Working with colleagues to develop and grow the Community Ambassador Scheme.

#### Safeguarding

- Act as deputy safeguarding lead in the absence of the named safeguarding lead, ensuring robust safeguarding practice across all areas of work.

#### Common requirements for all posts:

- All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour.
- To support the work of Sport England and other Active Partnership's.
- To ensure adherence to the organisation's policies and procedures with reference to Equality, Equal Opportunities, Environmental Sustainability, Welfare and Safeguarding, Data Protection and Health and Safety.
- Adjust your workload and responsibilities when necessary to meet organisational needs, and perform additional role-related duties when asked.
- Be willing to work unsociable hours, including some weekends and evenings.
- With notice, willingness to travel and work across England routinely.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to

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comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

### Person Specification

<b>Qualifications</b>	A good level of education, including a good standard of English and Maths	<b>E</b>	<b>Application</b>
	Degree or relevant professional qualification in a relevant field	<b>D</b>	<b>Application</b>
<b>Knowledge &amp; understanding</b>	A strong understanding of equality, diversity, inclusion and human rights legislation	<b>E</b>	<b>Application &amp; Interview</b>
	Awareness of trauma informed practice	<b>D</b>	<b>Application &amp; Interview</b>
	Understanding of safeguarding responsibilities and ability to act as a deputy safeguarding lead	<b>D</b>	<b>Application &amp; Interview</b>
	Understanding the sport and physical activity sector including Sport England priorities	<b>D</b>	<b>Application &amp; Interview</b>
	Familiarity with data/insight tools	<b>D</b>	<b>Application</b>
<b>Skills</b>	Excellent relationship building and stakeholder management skills	<b>E</b>	<b>Application &amp; Interview</b>
	Ability to use community insight to inform programme development	<b>E</b>	<b>Application &amp; Interview</b>
	Strong communication and advocacy skills	<b>E</b>	<b>Application &amp; Interview</b>
	Ability to delivery training and support capacity building activities	<b>E</b>	<b>Application &amp; Interview</b>
<b>Experience</b>	Experience of working with communities experiencing inequalities	<b>E</b>	<b>Application &amp; Interview</b>
	Experience of embedding equality, diversity and inclusion plans/programmes	<b>E</b>	<b>Application &amp; Interview</b>



	Experience supporting community-based projects in sport, physical activity, health or community development	<b>D</b>	<b>Application</b>
	Experience contributing to or leading Diversity Inclusion Action Plans	<b>D</b>	<b>Application</b>
	Experience of working in the Humber region or similar areas	<b>D</b>	<b>Application</b>
<b>Personal Qualities</b>	Commitment to inclusion, social justice and reducing inequalities	<b>E</b>	<b>Application &amp; Interview</b>
	High standards of professional conduct, empathetic and able to build trust	<b>E</b>	<b>Application &amp; Interview</b>
	Flexible and willing to work evening/weekends, with notice, when required	<b>E</b>	<b>Application</b>

