

Role Description – Inclusion and Diversity Officer

Introduction

The post holder is usually a trustee and member of the Board - this is desirable but not essential. The Charities Act defines charity trustees as the people responsible under the charities governing document for controlling the administration and management of the charity.

Aim

Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up. This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skill and experience required to successfully fulfil the role.

Associated Documents

This Role Description and person specification should be read alongside the Articles of Association.

Role Description

The inclusion and Diversity Officer role includes the following:

- To ensure continued focus on the topic of Inclusion and Diversity at GOC.
- To support event leaders, group co-ordinators, board members and other volunteers of the club by providing training, advice, signposting.
- To encourage and support event leaders, group co-ordinators, board members and other volunteers of the club with events that enable greater inclusion of underrepresented sections of the LGBTQI+ community.
- To develop relationships with associated clubs, groups and other organisations for mutual support in promoting, encouraging and supporting inclusion and diversity in outdoor activities for everyone in the LGBTQI community.
- To create and maintain and expand GOC's Inclusion and Diversity Statistics.
- To regularly review and update the GOC Inclusion and Diversity Policy.
- To maintain the relevant page(s) of the GOC website.

Person Specification

The person needs to have demonstrable awareness of inclusion and diversity topics and it is desirable that they are from an unrepresented section of the LGBTQI+ community. Also, the person needs to be a competent administrator, ideally able to regularly attend the Annual Outdoor Gathering at which the AGM is always held. They must have an open, friendly and welcoming approach and be able to be polite at all times, even when dealing with a difficult situation, be able to work with other trustees to fulfil the aims and objectives of the Gay Outdoor Club.

General Qualities

The person needs to be a good communicator, collaborator, adept at relationship building and understanding and including wider perspectives.

Specific Skills and Experience

May have had some experience in Inclusion and Diversity topics.

Appointment and Resignation

Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with skills and experience in fields required at the time. All trustees' terms of office are for one year only and expire at the AGM. Existing trustees can offer themselves up for re-election each subsequent year, provided that they are sponsored as per the Articles of Association. Office holders who are not trustees are appointed by the board. Trustees and other office holders may resign at any time.