



Volunteer Cadet Corps

Headquarters Volunteer Cadet Corps

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VCC/VHQ/V1/01

1 Jan 2021

See Distribution

TERMS OF REFERENCE – DIVERSITY AND INCLUSION ADVISOR

Summary

1. The Diversity and Inclusion Advisor (DIA) is a uniformed or non-uniformed CFAV within Headquarters VCC. They are responsible for providing advice and support for all matters relating to inclusive leadership, equality, diversity and inclusion (EDI) across the VCC. The DIA will champion diversity and work with the Executive Council of the VCC to cultivate a diverse and inclusive culture across the VCC.
2. The DIA will also work with other CFAVs to champion mental health and provide assistance to the Welfare and Safeguarding Officer as part of 'Our Vision' to offer a safe and supportive environment.
3. The role will normally be held for a period of two years, and subsequently reviewed annually (and subject to an initial six-month probationary period).

Primary Tasks

4. The DIA shall fulfil the following Primary Tasks:
 - a. Report to the Executive Officer (Support).
 - b. Act as the subject matter expert and champion on diversity and inclusivity.
 - c. Support the SLT in delivering a programme of EDI events and foster a positive and supportive culture across the VCC to ensure it remains a youth organisation that is inclusive, accessible and as diverse as the communities in which we live.
 - d. Advise the SLT and unit COs in response to requests for support and guidance on policy implementation and EDI training delivery.
 - e. Provide a safe, trusted space for CFAVs to be able to discuss challenging and sensitive issues with a specialist adviser where they may not feel comfortable to discuss elsewhere.
 - f. Support units in applying consistent, fair and transparent processes and identifying opportunities to attract cadets and volunteers from under-represented communities.
 - g. Promote regional and local opportunities for recognising exemplary inclusive leadership and celebrating diversity and connecting with local organisations representing diverse populations who share the same EDI values as the VCC in order to achieve this.
 - h. Maintain currency with national legislation, MOD and UKCF policy changes on diversity and inclusion, and undertaking continuing personal development (CPD).

- i. Support the delivery of appropriate EDI training opportunities for cadets and CFAVs.
- j. Represent the VCC at MOD, UKCF and civilian community ED&I meetings.
- k. Maintain up to date EDI resources and make available to units as required.
- l. Communicate externally (eg: via Twitter) the VCC's EDI programme in tandem with the PRO.

Secondary Tasks

- 5. The DIA may fulfil the following Secondary Tasks:
 - a. Conduct instructional training for Cadets and CFAVs.
 - b. Network with wider stakeholders to educate about the aims and objectives of the VCC.
 - c. Assist in wider community engagement.
 - d. Other duties within the purview of the appointment.

Competencies

- 6. The following competencies are mandatory for this position:
 - a. Enhanced DBS.
 - b. Safeguarding Training.
 - c. Defence Information Management Passport.
 - d. Red Book Test.
 - e. Westminster Training (as directed by HQVCC).
 - f. Have strong experience in inclusive leadership, diversity and inclusion.
 - g. Have a good understanding of the VCC and EDI programmes in other UKCFs.
 - h. Have good written, oral communications and public speaking/presentation skills.