

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	Diversity and Inclusion in Grocery Senior Project Manager
REPORTING TO:	Head of Diversity and Inclusion in Grocery
DEPARTMENT:	Fundraising & Communications

The Charity:

GroceryAid has been the charity for the grocery industry since 1857. It provides free and confidential welfare support to anyone working in the grocery industry, from the first day of their employment. More than 350 of the most well-known grocery retailers and Fast-Moving Consumer Goods (FMCG) brands support the charity, enabling us to help more than 44,000 people in the last twelve months alone. The charity raises funds through a highly respected yearly events calendar and the Diversity and Inclusion (D&I) in Grocery programme.

D&I in Grocery Programme:

The programme is delivered and facilitated by GroceryAid, with the support of the Strategy Steering Group and three workstream steering groups, it is a programme truly created for the industry by the industry. With over 90 FMCG partners, it is the largest collaboration of FMCG brands, working towards the common goal to accelerate a truly diverse and inclusive grocery industry. In 2023 the programme provided over 12,562 learning hours across 64 D&I topics. The programme benefits its partners through:

- A 12-month cross-industry mentoring programme which provides equity and opportunity to historically underrepresented communities
- Shared learning resources within The Partner Hub including podcasts, monthly learning labs and cross industry ERG Forums
- D&I in Grocery Live! unites the industry once a year, at the largest D&I event in the grocery sector
- Tracks tangible progress annually through the new D&I in Grocery Maturity Model

Connects partners on different topics to share and learn from each other to accelerate their journey

Main purpose of the role:

The role offers a unique opportunity to work with some of the industry's leading brands reaching over 1.2 million employees across the UK. As a senior member of the D&I in Grocery team, you will play an integral part in managing partners and supporting them through their D&I journey. Lead on the Mentoring workstream and manage D&I in Grocery's first ever Maturity Model. The role suits someone with outstanding stakeholder management skills and excellent project management capabilities. The role requires the ability to manage several priorities simultaneously and be flexible in approach to changing responsibilities across workstreams due to the nature of the D&I landscape and fast paced industry.

Main responsibilities of the role:

- Ownership of partner accounts. Building top quality relationships to achieve maximum engagement and support partners with their D&I journey. Ensuring retention year on year
- Lead on the Mentoring workstream with the support of the Mentoring Steering Group
- Lead on the future development of the Maturity Model with the support of the Maturity Model Subgroup and Head of D&I
- Be an advocate of the programme, a supportive team member and champion GroceryAid values

Relationship Management:

- Build relationships and manage high profile partner accounts, across three touchpoints a year to support them on their D&I journey. Discussing maturity model results, gaining insight, and ensuring partners are utilising all aspects of the programme and encouraging connections to accelerate change.
- Utilising relationships to create leads for hosting webinars, sharing content, and joining steering groups
- Support the Senior Relationship Manager to deliver three virtual Partner Session events a year
- Achieve revenue targets across retention and acquisition

Mentoring Programme:

- Lead on the delivery of the Mentoring workstream and gain feedback for future improvements
- Manage the Mentoring Steering Group, working with them to deliver on the programme's vision, deliver virtual onboarding events, in person mentee networking events and cohort graduations
- Successfully match over 220+ mentees and 220+ mentors and support candidates on their journey
- Capture the diversity of each year's cohort and analyse the data for review and to set future key performance indicators (KPIs)

Maturity Model:

- Lead on future developments of the model with the Maturity Model subgroup
- With the support of the project co-ordinator manage the model and run analytics as and when needed
- Lead on the yearly completion window cycle to ensure a high completion rate across the partnership, guidance to partners, report delivery and industry score generation

Project Management:

- Responsible for end-to-end project and event delivery, on time, in scope, to budget and highlighting risks
- Ownership of project governance with steering / subgroups, through creating agendas, accurate minutes, proposals, and yearly roadmap. Succession planning for Chair and Deputy Chair rotations every two years
- Track and achieve KPI's across the programme scorecard
- Responsible for ensuring all stakeholders internally and externally are brought on the journey
- Manage platforms and contracted suppliers to deliver to a high standard
- Drive innovation and identify new revenue streams to support the GroceryAid Welfare offer
- Work with marketing team on communication plans to build awareness and Relationship Management team to achieve KPI's
- Update Customer Relationship Management (CRM) database with key contacts and information, providing regular reports and analysis
- Own administrative tasks

Additional duties:

- Supportive team member across the programme, including support at D&I in Grocery Live! event
- When required, attending GroceryAid events, to build relationships and support the Fundraising Team
- Active member of the D&I community, gaining insight and sharing ideas to benefit the programme

Experience and skills:

- Proven project management experience on varying workstreams feeding into overall strategy
- Experience of gaining trust and building strong relationships at Director level
- Ability to multi-task, solve problems and analyse data and information
- Excellent attention to detail and ability to maintain accuracy whilst working under pressure
- Proficient in using: Microsoft office 365, Zoom, and CRM platforms
- A passion/ personal interest in improving Diversity and Inclusion in the workplace and beyond

Behaviors:

- Highly motivated self-starter with ambition to make things happen in a consistent and transparent way
- Proactive in approach with a curious mindset to identifying efficient ways of working
- Not afraid to challenge and be brave and bold in approach to drive positive change
- Can work autonomously, and be part of a successful dynamic team

Additional Information:

- Location: Hybrid working currently Monday and Wednesday in the office with the option to work from home on other days. Office based in Sandhurst, Berkshire and can be used 5 days a week if you prefer.
- Salary: £45,000 depending on experience
- Contract: Permanent
- Hours: 34 per week. Core hours Monday to Friday, 10am to 3pm. Other hours for the week to be in agreement with your line manager.
- Benefits:
 - Annual Leave of 25 days, plus national holidays and three days off given between Christmas to New Year
 - Buying and selling of annual leave plus national holidays
 - Company sick pay in addition to statutory sick pay
 - Excellent pension scheme
 - Life Assurance
 - Option of private health and dental insurance
 - Market leading Employee Assistance Programme
 - Monthly Wellbeing Allowance
 - Flu vaccinations paid for by GroceryAid
 - Free GroceryAid office parking

To apply send your full CV. Please apply as soon as possible, as applications will be reviewed daily.

GroceryAid is proud to deliver the D&I in Grocery Programme which is helping us on our own diversity and inclusion journey. We are an equal opportunity employer and welcome applicants from all walks of life.