

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	Diversity and Inclusion in Grocery Programme Manager
REPORTING TO:	Fundraising Director
DEPARTMENT:	Fundraising & Communications

The Charity

GroceryAid has been providing emotional, practical and financial support for grocery people since 1857. . The charity provides this help because of the strength of relationships with major FMCG brands, retailers and wholesalers within the industry of over 3.5million people. Being at the heart of our industry we run a number of high profile fundraising and awareness programmes one of which is Diversity and Inclusion (D&I) in Grocery which closely aligns with our purpose to make life better for colleagues in our industry.

The Programme:

Diversity and Inclusion in Grocery (internally referred to as DIG) is the most comprehensive Grocery specific D&I programme. With over 45 major brands (and growing) collaborating on a huge range of D&I topics to make the grocery industry one of the most Diverse and Inclusive places to work. The camaraderie and sharing of best practice is impressive with deep rooted relationships and teams working across companies that usually compete is breaking new ground. GroceryAid are the programme managers facilitating and administrating all elements of the year-round activities. Headed up by the Steering Committee made up of partners and delivered through three active workstreams; Shared Learning, Mentoring and a Live Event – D&I in Grocery Live! all of which are full of inspiring content and activity.

To date in 2021 the programme has delivered 10 monthly Learning Labs (Webinars) to more than 4.000 people, paired 67 mentees with cross company mentors and delivered the annual event at Wembley Stadium to more than 1,000 people and over 50 speakers. More importantly, the programme has created a community for over 45 businesses to connect, collaborate and encourage change within the industry.

Job Role

Programme Management:

- To oversee the entire DIG programme having the aerial view of all workstreams and committees activity and objectives, bringing the whole programme together
- Work with all 5 committees -steering committee, 3 workstream committees and Marketing committee to agree the strategic direction and objectives
- Work with all committees to agree activity plans for the year and own delivery of those plans
- Map out the process and timings for all committee meetings so that the plans feed into each workstream
- Lead on communications to all partner brands and key contacts
- Support with quarterly feedback sessions with all partners
- Support with quarterly 1:1 check ins with all partners
- Lead on summarising feedback from all sessions and taking back to each of the workstreams for improvement/development
- Work with committee leads to review committee members and bring new people into the team
- Support with retention of existing partners and growth of new companies into the programme

Shared Learning workstream

- Work with Shared Learning committee to design Learning Lab calendar and engage partner business to collaborate/host
- Confirm dates, topics and timings for all monthly virtual Learning Labs, share calendar with partners and key contacts and send invites
- Manage logistics for all monthly webinars hosted by partner businesses
- Debrief each session and feedback the learns and ideas into future sessions
- Review attendance analytics and check in with companies to understand their need for better engagement
- Build contacts area on web site ensuring all companies are represented
- Review new ideas/areas to enhance the workstream
- Work with committee on leadership/Directors element of the programme

Mentoring workstream

- Own delivery of the Mentoring workstream, a cross-industry mentoring programme aimed at developing underrepresented individuals in the industry
- Management of the Mentoring platform to deliver matching and check ins
- Facilitating all mentoring committee meetings, minutes and follow up
- Own all mentoring onboarding sessions, feedback sessions and catch ups throughout the year
- Facilitate feedback from all parties involved in the programme to build for future improvement
- With the committee review the mentoring programme and provide improvement ideas

D&I LIVE!

- Manage the LIVE! committee meetings, minutes and actions
- Be an active member of the LIVE workstream bringing ideas to the 2022 event programme
- Research new event/speaker ideas
- Work with GA marketing team to raise awareness of programme and event
- Work with GA event team to ensure seamless event delivery (including attending the set up and event)
- Review LIVE! workstream and recruit new members

Project Management

- End to end project management for DIG programme including timeline and documentation
- Budget ownership for year-round programme ensuring charity contribution is achieved
- Ownership of timeline including stakeholder delivery
- Responsible for booking all committee meetings, agreeing agenda, sharing minutes and follow up actions

Other

- Updating CRM database with key contacts and information
- Work with marketing stream to ensure programme is promoted to wider industry
- Provide content for web site and online resources platform
- Build excellent relationships with all partner companies and key contacts
- Be an active member of the D&I community researching other programmes outside of grocery and bringing ideas to the DIG programme
- Identify new companies and bring them into the programme throughout the year

Experience/Skills:

- Minimum 5 years Programme/Project management experience
- Excellent experience as an Account Director or Relationship Manager building strong relationships
- Experience of working on multi directional programme/project with stakeholder management at Board Director level

- Strong project management skills using complex timelines and understanding of varying workstreams feeding into overall strategy
- Ability to multi-task and motivated to work to deadlines and targets
- Highly motivated self-starter with ambition to make things happen
- Excellent attention to detail and ability to maintain accuracy while working under pressure
- A passion/ personal interest in improving Diversity and Inclusion in the workplace and beyond
- Experience in people management/HR?

Additional information:

- Salary – competitive
- Hours are Mon to Thurs 9-5pm and Fri 9-4pm with travel for meetings
- Annual Leave of 25 days + 3 Xmas days
- Excellent pension scheme
- Private Medical & Dental Healthcare
- Life Assurance