

## > People Directorate > People Development

### What's it all about

As part of the People Development team, you will support the delivery of NHG's equality, diversity, inclusion and wellbeing work. Reporting to the Head of EDI, you'll help coordinate initiatives, events and campaigns that strengthen our culture, improve colleague experience and ensure inclusion and wellbeing are embedded across NHG.

### How you'll make a difference

You will help strengthen NHG's culture by supporting inclusion and wellbeing activity across the whole organisation. Working closely with the Head of EDI, colleague networks and teams in every directorate, you'll coordinate initiatives that improve colleague experience and ensure events, insights and campaigns contribute to a fair, inclusive and values-aligned culture. Your support will help NHG deliver meaningful inclusion and wellbeing outcomes that enable colleagues across all parts of the organisation to feel informed, engaged and able to thrive.

### How you'll do it

You'll work collaboratively with colleagues across NHG to support the delivery of inclusion, wellbeing and engagement activity that aligns with organisational priorities. Your work will include coordinating events, campaigns and colleague-led initiatives, supporting networks and mental health first aiders, and helping turn insight into practical action. You'll contribute to planning, delivery and continuous improvement by gathering feedback, using data to inform priorities, and ensuring activities reflect NHG's values and support a positive colleague experience. You'll also work closely with colleagues across Learning & Development and Talent & Performance to ensure EDI and wellbeing activity aligns with wider People Development priorities and contributes to a consistent, values-led colleague experience.

### Equality, Diversity, Inclusion & Wellbeing

- Support the delivery of NHG's EDI and wellbeing plans, helping to coordinate activities that strengthen inclusion and colleague wellbeing across the organisation

- Coordinate and promote events, campaigns and awareness activities, ensuring they reflect NHG's values and help build understanding and engagement
- Work closely with colleague networks, mental health first aiders and community groups, supporting their activity and ensuring their insights inform priorities and planning
- Help source, design and deliver EDI and wellbeing initiatives, including learning sessions, materials and communications that promote inclusion and wellbeing
- Support the integration of inclusive practice across NHG by providing practical guidance, coordinating resources and helping colleagues act confidently in line with NHG's values

### Engagement & Employee Listening

- Support the coordination and delivery of NHG's engagement and employee listening activities, helping gather insights that strengthen colleague experience and organisational culture
- Work with the Head of EDI and the Data & Insight team to help interpret engagement and EDI data, identifying themes and actions that inform directorate and organisational plans
- Use feedback from colleague networks, wellbeing activities and listening channels to help shape practical improvements and culture-building initiatives across NHG
- Support the preparation and communication of engagement findings, ensuring colleagues understand outcomes and how insights will be used to drive meaningful action

### Policy & Compliance

- Support the Head of EDI in reviewing people policies through an inclusion and wellbeing lens, helping ensure they reflect NHG's values and support a fair and consistent colleague experience
- Assist with the coordination and completion of Diversity, Inclusion and Impact Assessments (DIAs) for key initiatives and changes, helping ensure potential impacts are understood and addressed

- Help track and maintain compliance with organisational expectations and reporting requirements relating to inclusion and wellbeing, supporting consistent practice across NHG
- Contribute to the organisation's continuous improvement by helping gather evidence, insights and feedback that inform policy updates and inclusion-related decision-making

## All about you

### Essential knowledge, experience and skills including qualifications and professional membership

- Experience supporting equality, diversity, inclusion and wellbeing activity within a complex organisation, with an understanding of how these areas contribute to culture and colleague experience
- Experience coordinating events, campaigns or engagement activities that build awareness and support organisational priorities
- Ability to use data, feedback and insight to help shape recommendations and support action planning
- Experience working with colleague networks, community groups or similar forums to support inclusion and engagement outcomes

### Skills & Attributes

- Strong relationship-building skills, with the ability to work confidently with colleagues at all levels
- Organised, proactive and able to manage multiple priorities in a fast-paced environment
- Clear, confident communication skills, with the ability to translate insight into practical actions and accessible messages
- Passionate and personally committed to fairness, inclusion, wellbeing and a positive colleague experience

### Qualifications

- Relevant experience in EDI, wellbeing, HR, organisational development or a related discipline
- CIPD or equivalent experience is desirable but not essential (or willingness to obtain one in due course)