

JOB DESCRIPTION



Job Title	Collaborative Doctoral Partnerships Scheme Equality, Diversity and Inclusion Coordinator	Duration	30 months
Division	Collections and Research	Hours/FTE	0.6 FTE
Dept	VARINALA	Salary	£37,517
Reports to	Head of Academic Partnerships	Direct Reports	N/A

Context

The Collaborative Doctoral Partnerships (CDP) is an Arts and Humanities Research Council (AHRC) scheme that gives non-HEI (non-higher education institution) partner organisations with a proven track record in postgraduate research the opportunity to apply for a cohort of a minimum of three doctoral studentships per year over a three-year period. The aim of the CDP scheme is to support excellent collaborative research training by:

- giving non-HEI organisations greater autonomy in the selection of doctoral projects they would like to support and supervise
- providing non-HEI organisations or consortia with a firm funding horizon of collaborative doctoral awards to support their research training strategy, and to enable the development of enhanced programmes of doctoral study that provide students with career development opportunities outside the standard academic route
- fostering collaboration between CDP-holding organisations and consortia in the development of wider training and development opportunities for the doctoral students they support

15 institutions and consortia have been awarded funding. AHRC will provide funding for 156 doctoral studentships through the 15 CDP4 awards over the next three academic years. The first cohort is set to begin their studies in October 2024.

The V&A was appointed to provide project coordination and financial administration of the Collaborative Doctoral Partnership consortium's programme of events for PhD students, and the administration of the Consortium's business.

Main Purpose of job

This role is based at the Victoria and Albert Museum, South Kensington, and funded by the AHRC.

The CDP Scheme EDI Coordinator will work with the Head of Academic Partnerships to develop appropriate mechanisms to support the management, coordination, implementation and monitoring of EDI activity across the CDP scheme.

Travel across London and the UK will be expected within this role, to support student events and meetings. The V&A operates a hybrid working policy with 60% of time in the office at South Kensington.



Key Responsibilities

Support CDP award holders in delivering their EDI Action Plans, which ensure recruitment of students follows a robust set of processes that include transparent decision-making structures and an appropriate and open advertising strategy.
Coordinate a programme of events and activities (online and in person) with a focus on EDI that the CDP consortium provides for research students supported through the CDP scheme. E.g. EDI seed fund
Manage the EDI programme budget, arrange travel and accommodation for participants at different events that take place across the UK.
Advise and assist in the creation of a baseline of EDI data across the CDP scheme and, thereafter, in collecting data annually.
Conduct an Equality Impact Assessment (EIA) for the overall Cohort Development programme and for key elements of the programme, as they are developed.
Support the redevelopment of, and ongoing maintenance, of the CDP consortium's website and social media presence, and manage CDP consortium Knowledge Hub online group.
Maintain a detailed understanding of the EDI priorities for the CDP scheme relevant to partners and students in order to provide advice, guidance and support to staff, students, co-supervisors and colleagues.
Compile budget and feedback reports for AHRC and CDP consortium.
Liaise with Research Managers/Academic Engagement Managers in other CDP consortium members to deliver the EDI aspects of the CDP programme, and to share good practice and collate relevant information about studentships.
Manage risks, issues and quality associated with the CDP partnership.
Manage internal and external stakeholders, in particular relationships with AHRC, Higher Education Institutions and other organisations.
Undertake any other relevant tasks as required.

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role

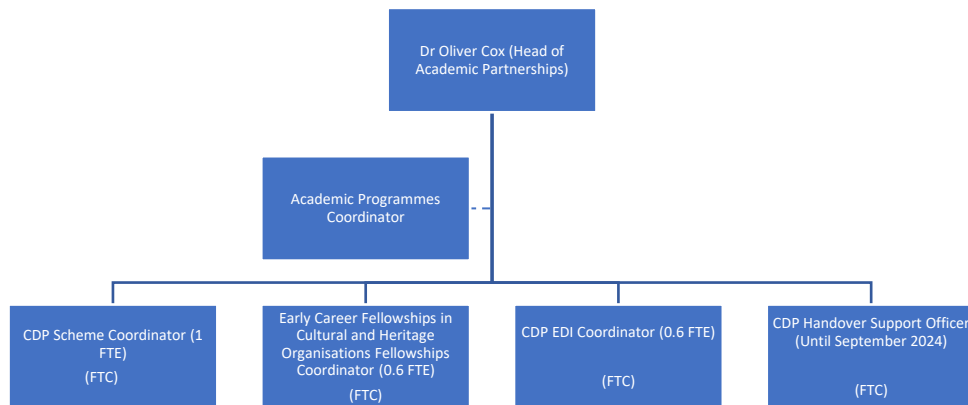
PERSON SPECIFICATION

Job Specific	Professional experience in an appropriate field.
	Proven experience of administration and financial management
	A thoughtful and meticulous approach to balancing and prioritising multiple tasks, with the ability to deliver on time and to see projects through in a thorough manner.
	Knowledge of EDI agendas at a national level.
Core Skills	Excellent standard of written English and highly numerate with the ability to carry out complex numerical analysis.
	Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties.
	Experience of using MS Office and other relevant IT systems to an intermediate / advanced level.
	Significant experience of managing and prioritising a high workload and multiple complex issues and tasks in a changing environment with tight deadlines.
Behaviours	<p>Respects others' expertise, time, perspectives and contribution.</p> <p>Takes responsibility for delivering on actions, achieving high-standards and learning from mistakes</p> <p>Open to change, new ideas and suggestions; looks for opportunities for improvement and self-development</p> <p>Works with others outside their own department in a collaborative, understanding, and, engaging way.</p>
Desirable	<p>Experience of working within a university, cultural organization or research institution.</p> <p>Interest in raising awareness of the full breadth of equalities issues and the benefits of a diverse culture.</p> <p>Interest in the CDP consortium's wider research culture and activities.</p>

Equal opportunities at the V&A

At the V&A we strive to ensure that opportunities to work and develop at are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. At the V&A we have a good gender balance however in certain departments, such as IT, we welcome female applicants and, in our exhibitions, or development teams, we welcome male applicants.

Position in the team



V&A Benefits

We offer a wide range of first-class benefits, including:

- 29 days holiday per year (pro rata) plus bank holidays from day one
- Generous family leave and sick pay policies
- Carer's Leave
- Enhanced Defined Contribution pension scheme – the V&A will contribute to up to 10% following a qualifying period.
- Non-contributory life assurance (to value of 4 x annual salary)
- Complementary tickets to V&A exhibitions for your friends or family
- Free entrance to many major museums and exhibitions in London (and other destinations)
- 25% discount on purchases in V&A shops and discounts in all our cafes
- Subsidised canteen at our South Kensington site
- Free sanitary products for all employees across our sites
- Interest free season ticket loan
- Cycle to work scheme.
- Interest free rental deposit loan
- A group of staff diversity networks, including Disability, Neurodiversity and an Anti-Racism Task Force
- Employee Assistance Programme
- A wide range of training and professional development opportunities and many more!