



JOB DESCRIPTION

Diversity and Inclusion Officer

The Diversity and Inclusion Officer is the operational lead for the Academy on Inclusion, providing thought leadership to build and maintain our position at the vanguard of embracing the creative and economic opportunities of diversity within the European film industries, and building industry partnerships.

You will work closely with and support the CEO of the European Film Academy and help on broadening our strategic Film and Inclusion vision, deputising and representing this vision where necessary.

You will co-initiate and lead a constructive dialogue and motivating vision on inclusion and equality across the European Film Academy, consulting with internal stakeholders to successfully deliver strategic inclusion work covering the range of work the Academy is working in: from Diversity Standards; inclusivity data; and supporting our Knowledge Sharing department, as well as supporting membership and audience development/community building strategies. Your input will affect project managing the workstreams, resource planning and responsibilities between departments.

You'll be the leading ambassador of the Academy's inclusion work, advocacy and consultancy for European industries incl. speaking at events or representing the Academy in meetings.

Strategic Goals: Creating an organization in which Diversity and Inclusion translate into actions that are carried widely, enriching the work we do and helping to build trust among underrepresented groups in the European film industries, encouraging people to partake in our work and join our community.

Key Metrics: Development of Academy Diversity Standards, number of new members, events initiated and hosted by the Academy in which Diversity and Inclusion is a key element, as well as diversifying overall participation in our work.

What do we expect from you?

- **Strategy development**
You will continuously develop the Academy's inclusion practice and strategy and support/enable successful delivery across the organisation.
- **Consultancy**
You'll position yourself as an internal consultant and advocate, sharing expertise, support, and advice to Academy colleagues to deliver the Inclusion strategy across all parts of the European Film Academy and its activities. You'll act as an advisor and support the Diversity and Inclusion training for various groups within the Academy, ranging from our Board, selection committees, juries, or the Youth Council. You keep an oversight of the outputs to ensure the work is progressed within the organisation.
- **Planning**
You'll work to set achievable annual Inclusion timetable (e.g. advisory groups, programme events, responses to future Academy calendar) and ensure evaluation and accountability for diversity and inclusion activity in Academy departments.
- **Creating opportunities**
You'll lead internal work and collaboration between Academy departments to help colleagues realise opportunities to deliver key inclusion objectives e.g. establishing and monitoring universal targets
- **Research**
You'll research and develop progressive inclusion initiatives, collaborating with internal and external stakeholders as necessary such as improving the inclusivity of audiences.
- **Ombudsperson and public advocacy**
You'll ensure any formal and informal grievances that are raised regarding lack of Diversity and Inclusion are managed in a fair and timely way, following Academy policies and procedures with any risks identified and managed appropriately.
- **Building an academic network**
You'll build and maintain partnerships and research collaborations with academic partners to create new knowledge to feed into internal policy and planning. By doing so, you're keeping abreast of internal and external events and developments around the question of Diversity and Inclusion, forming networks and partnerships beneficial to the European Film Academy.
- **Spokesperson**
You'll act as an Academy spokesperson on issues of Diversity & Inclusion where necessary, working with the press team to deliver timely responses to press enquiries and help create proactive campaigns to support Academy initiatives. You'll undertake advocacy and consultancy with our European peers, maintaining international partnerships and providing thought leadership around diversity and inclusion in the European film industries.
- **Building a peer network**
You'll lead the Academy's engagement with underrepresented filmmakers, industry partners, and other key partners on diversity and inclusion issues in the 52 European countries in which the Academy is active.

- **Editing**
You'll edit texts on D&I for newsletters, curate regular D&I online events as of 2023; and contribute to audience development work and presentations.
- **Internal communication**
You'll ensure that the team (employed and freelance) are engaged and well informed regarding the Diversity and Inclusion initiatives, your activities and targets and what is expected from them both in delivery of their objectives and behaviours, including when representing the Academy. By doing so, you'll set a positive and motivating tone for all team members.
- **Project management**
You're able to work within the available budget and see opportunities to increase it through strategic partnerships in close collaboration with the Sponsoring and Partnerships department of the Academy. You'll provide regular reports to the CEO.

Skill set:

To excel in the position of Diversity and Inclusion Officer, you have a range of skills and bring a certain personality, but you're also capable to distinguish and switch between the bigger picture and the need for detail. You're comfortable using your considerable communications skills both interpersonally and in writing. You enjoy the following activities: research, writing, interacting with people, analysis and setting realistic goals. Other requirements:

- Proven professional experience with significant experience in programme management and partner engagement
- Strong track record of delivering diversity programmes within the cultural sector
- Ability to show industry wide thought leadership
- Ability to identify opportunities to develop diversity and inclusion programmes which support the Academy's strategic aims
- You're an outstanding communicator, able to present complex issues clearly and persuasively, both in person and written
- You're a strong team player, who as a key part of their role supports colleagues to deliver
- Proven experience of successful people management and development, and the ability to coach staff
- Good understanding of planning and budgetary principles
- Ability to be proactive, generate new ideas and work flexibly.
- Ability to work within tight deadlines, adjust to changes in priorities, and balance short term needs with long term strategic initiatives.
- A demonstrable commitment to the principles of diversity and inclusion and its practical application and integration in the work environment
- An approach that supports our brand values