



Equality, Diversity and Inclusion Officer: role outline

About us: The Classical Association (CA) is a learned society and educational charity, set up in 1903 to promote, develop and maintain classical studies, and to increase public awareness of the contribution and importance of Classics to education and public life. It has members all over the world, a network of regional branches, and is the membership body for subject specialists. It publishes leading journals in the field and represents Classics as the UK Subject Association, with a national remit to support and promote classical studies across educational settings at all levels.

Opportunities: You will be part of a small team of committed volunteer Officers, which collectively form the CA's leadership team. The role is unremunerated and involves a significant commitment of time and energy. As well as friendship and fun, the rewards include the opportunity to lead one of the UK's largest Classics charities, to represent the discipline at national level and to influence the profile of classical studies in schools, colleges, and HE. You will enjoy the collaboration and camaraderie of enthusiasts across the Classics community, and the opportunity to build your own Classics career profile and develop transferable skills.

Person specification: The role is suited to someone working in the field of Classics or Ancient History in a UK school, university or other educational role, with knowledge of the Classics community and its challenges, commitment to championing the value of the subject(s), networking and organisational skills, and a preference for working collaboratively.

Whatever your career stage, ideally you will have experience in your place of work of embedding a diverse, inclusive culture. That said, a shared belief in the CA's values of equality, diversity and inclusion, and the energy and drive to embed these in the CA's culture, is more important than being an expert on diversity law and practice.

You will need to be wholly or mainly UK based.

Key Challenges (indicative - for discussion with you when you take up post):

- act as a role model for inclusive behaviour and a focal point in promoting and driving diversity and inclusion forward;
- support Officers and Council in developing a strategic approach to diversity action planning and progress reporting; prompt and inform discussion of EDI at Council and Board level to identify where the CA can be more inclusive; support the work of the Officer team to embed equality, diversity and inclusion;

- act as a spokesperson for the CA on equality, diversity and inclusion; lead responses to consultations from governmental and other bodies, such as the Racial Disparity Commission, either directly or jointly with partners, including fellow members of the Council for Subject Associations;
- audit and keep under review the CA’s website, digital and other communications and documented policies, making recommendations for improvement to the approach to equality, diversity and inclusion;
- recommend measures to address the recommendations of the CUCD’s *EDI In Classics* report¹ and Protocol on Diversity and Inclusivity² across the CA’s main areas of activity, including journals, conference and conference bursary awarding, grant giving, member engagement and communication, delivery of the CA’s role as UK Subject Association and supporting regional branches to be diverse and inclusive;
- discharge the responsibilities and duties of a charity trustee;
- represent the CA nationally on outside bodies;
- lead or advise working groups appointed by Council or CA Boards, as requested by the Chair;
- respect and promote the CA’s values of transparency, equality, diversity and inclusion.

Time commitment: You will need to attend a range of formal governance meetings, either remotely or in London, and give written or oral updates at Council. Where meetings are in person there is usually a video conferencing option. Along with the CA Chair, Hon. Secretary and Hon. Treasurer, you will be an *ex officio* member of the CA’s Teaching and Journals Boards.

You will have an EDI leadership and advisory role within the Officer team. Officers collectively ensure the delivery of the CA’s charitable objectives and Council’s strategic priorities. They meet as a team at least twice a year (usually on the same day as other formal meetings) and correspond regularly in between meetings.

Governance and Officer meetings are usually held on Saturdays. You will need to attend the CA conference, which is hosted by a different university each year, usually across a four-day period such as Friday to Monday. The conference is hosted by a university in Scotland approximately every seven years.

A sample programme of annual Equality, Diversity and Inclusion Officer meetings looks like this:

		Days
Mar	Teaching Board <i>ex officio</i> and Officers	1
Mar	Council	1
Apr	CA annual conference and AGM	4
Oct	Journals Board <i>ex officio</i> , Teaching Board <i>ex officio</i> , Officers	1
Nov	Council	1
TOTAL		8

You will also need time to read papers for Council and Boards circulated at least a week ahead. In between meetings you will have role-related email to deal with, for which the

¹ [CUCD-Equality-and-Diversity-Report-2020](#)

² [CUCD-Protocol-Diversity and Inclusivity-2018](#)

time commitment varies throughout the year and will depend partly on how you develop the role. For example, there is no set timeline for initial EDI audits. Steady improvement over time is the CA's aim.

Appointment: You will be appointed as a member of Council (usually elected for a five-year term of office) and trustee.

The role is unremunerated, although out of pocket expenses are paid in line with the CA's Expenses Policy. These include the costs of child and dependant care for meetings. Officer costs in connection with attending at the annual conference are also reimbursed, including registration, accommodation and subsistence, including conference dinner.

Appointment can be as a role-share. In this case, both individuals will be trustees and members of Council in their own right.

Support: The CA funds training for trustees who identify a need to learn or consolidate in technical or behavioural skills such as governance, charity finance, lobbying, unconscious bias, chairing etc.

Meeting venues are accessible. The CA can contribute towards the cost of equipment or adaptations to enable access to the role if you have a disability or health condition.