

Job Title: **Equality, Diversity, and Inclusion (EDI) Manager**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/EPD**

Date: **04/06/2025 – 04/06/2025**

### **Position Overview:**

We are seeking an experienced and dedicated Equality, Diversity, and Inclusion (EDI) Manager to join our staffing and recruiting organization. The ideal candidate will be instrumental in shaping and promoting a culture of inclusivity and respect within our company and amongst our clients and partners. This role will involve developing, implementing, and overseeing initiatives aimed at enhancing diversity and inclusion across all levels of our organization. As the EDI Manager, you will serve as a subject matter expert on best practices and benchmark assessments related to EDI efforts. You will collaborate with stakeholders to create sustainable frameworks that drive equitable and inclusive practices in recruitment, talent management, and employee engagement. Your work will include analyzing data and metrics to inform strategy and measure the effectiveness of EDI programs. Furthermore, you will provide guidance and support in creating a workplace that values and respects individual differences while recognizing the benefits these bring to our organization. With your leadership, we aim to create an equitable environment that empowers every employee to thrive and contribute to the success of our business.

### **Key Responsibilities**

- Develop and implement comprehensive EDI strategies and initiatives aligned with organizational goals.
- Conduct regular assessments of diversity and inclusion metrics to monitor progress and identify areas for improvement.
- Provide training and support to staff on EDI best practices and cultural competency.
- Lead the development of policies and practices that promote diversity in recruitment and retention efforts.
- Collaborate with management to ensure that EDI initiatives are integrated into all business operations and processes.
- Advocate for underrepresented groups and ensure their voices are heard within the organization.
- Prepare and present regular reports to senior management on the status of EDI initiatives and progress made toward established goals..

### **Requirements:**

- Bachelor's degree in Human Resources, Business Administration, Social Sciences, or a related field; Master's degree preferred.
- Minimum 5 years of experience in EDI, Human Resources, or a related field, ideally in staffing and recruiting.
- Proven success in developing and implementing EDI programs and initiatives.
- Strong knowledge of laws and regulations regarding equality, diversity, and inclusion.
- Excellent analytical skills to interpret data for decision-making.
- Outstanding communication and interpersonal skills to engage diverse audiences.
- -Strong organizational and project management skills to effectively handle multiple priorities.

### **Application Process:**

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to [applications@proffersolutionltd.co.uk](mailto:applications@proffersolutionltd.co.uk). The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.