

## Diversity, equity and inclusion in data – *development worker*

Open Data Manchester CIC is a not-for-profit organisation formed in 2010 that promotes responsible data practice that focuses on the needs of all, and ensures that data is used in ways that help people, our planet and prosperity. We promote good data practice through expert advice, strong advocacy, participatory events, state-of-the-art research, technical support and interactive training.

Based in central Manchester, we are a small, growing and dynamic organisation with an inclusive and supportive culture that seeks to embed diverse, equitable and inclusive practices into everything we do.

### The role

This brand-new role has two functions within the organisation:

- To build on existing diversity, equity and inclusion (DEI) work, helping to ensure that Open Data Manchester is a diverse and inclusive organisation, with a culture that enables those who work for and with us to flourish.
- To help build programmes that explore and challenge structural biases found within current data practice and digital technologies, and share what we learn openly for others to adapt and build upon.

The role is a permanent position with pro-rata holidays and pension contributions. Due to the nature of the work, there may be a need to occasionally pool working days. Work will be split between the Open Data Manchester office and working remotely depending on need, with occasional in-person team meetings. We are a flexible employer that encourages a healthy work-life balance and our offices are accessible.

Applicants should **review the person specification below** and apply with a **covering letter**, highlighting the role they are applying for, and what skills and experience they will bring, along with a **CV detailing previous relevant experience** to [admin@opendatamanchester.org.uk](mailto:admin@opendatamanchester.org.uk) with the subject line: **Diversity, equity and inclusion in data - development worker**.

**Application deadline: 23.59 Sunday 21 February 2022**

**Online interviews: 1 to 5 March 2022**

**Work commences from 1 April 2022**

## Person specification – diversity, equity and inclusion in data – development worker

£31,200 per annum, part-time (0.4 FTE, 16 hours per week), permanent.

### **In this role you will:**

- help with the ongoing development of Open Data Manchester’s organisational DEI policies.
- have oversight of Open Data Manchester’s DEI implementation.
- undertake research relating to DEI in data and digital practice.
- draft related DEI content, such as research papers and blog posts .
- input into Open Data Manchester’s programme development.
- develop new programmes relating to Open Data Manchester’s DEI work.
- help build partnerships with relevant organisations.
- undertake project work.

### **The ideal candidate will:**

- be experienced with working on diversity, equity and inclusion issues.
- have a good understanding of the ways that data and digital systems impact marginalised and ignored communities.
- have working knowledge of the legal frameworks related to these issues.
- be great at working as part of a team.
- be an excellent communicator with good interpersonal skills.
- be organised, self-motivated and able to prioritise their own work.
- be able to develop projects and see them through to completion.
- be comfortable working in the open – sharing progress, thoughts and outcomes publicly.
- be able to ask for help when needed.
- be confident using a range of software applications such as Microsoft Office and Excel.
- be willing to use collaborative tools such as Miro, Slack, Trello and Google Docs.
- be eligible to work in the UK.

### **What we offer:**

- Company pension
- 33 days holidays per annum including statutory holidays, pro rata
- Flexible working

- Friendly and supportive work environment