Job Title: DClinPsy Equality, Diversity and Inclusion (EDI) Project Assistant

<table>
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<th>Present Grade: 4S</th>
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<tr>
<td><strong>Department/College:</strong> Division of Health Research, Doctorate of Clinical Psychology</td>
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<tr>
<td><strong>Directly responsible to:</strong> DClinPsy Equality, Diversity and Inclusion (EDI) Lead</td>
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<td><strong>Supervisory responsibility for:</strong> NA</td>
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**Other contacts**

**Internal:** Colleagues within DClinPsy team, Division of Health Research, Faculty and University. Specific liaison with the Faculty of Health and Medicine and University EDI leads.

**External:** NHS Clinical Psychology service providers, Doctorate in Clinical Psychology programmes at Manchester University and Liverpool University, the Minorities in Clinical Psychology Group, the Group of Trainers in Clinical Psychology, local and national community and government organisations.

**Major Duties:**

**DClinPsy EDI support:**

- Provide proactive assistance to the DClinPsy EDI Project Lead, including diary management, scheduling of individual and group meetings, supporting the Project Lead’s external relations activities, including the creation of programmes and travel/accommodation arrangements and provide assistance in forward-planning and advising of impending deadlines;
- To support the design and delivery of a mentoring scheme for Black, Asian and Minority Ethnic aspiring Clinical Psychologists in conjunction with the Doctorate in Clinical Psychology programmes at Liverpool University and Manchester University;
- To support the evaluation of the impact of the EDI programme in terms of increasing access to clinical psychology training for individuals from Black, Asian and Minority ethnic backgrounds and ensuring equity of experience and attainment;
- To support the development of processes and structures for reporting and acting on incidents of racism within training, including on clinical placements, in liaison with Faculty and University EDI leads;
- To support the analysis and reporting of details of recruitment data by ethnicity to Health Education England;
- To be involved in surveying all trainees about their experience of whiteness and racism in all areas of training: curriculum, placements, research, selections and personal and professional development;
- Assist with the organisation of DClinPsy EDI events such as seminars, workshops, training and induction events including organising catering, booking rooms, creating and maintaining databases, liaising with speakers and delegates;
- Maintain an up-to-date list of external contacts and assist with mail-shots using mail merge;
- Order and organise the DClinPsy stationery, office equipment and software;
- Organise travel as and when required;
- Undertake photocopying and filing and organize the shredding of confidential waste as required;
- If necessary, act as minute secretary for EDI committees and ad hoc working parties;
- Undertake professional development and training, including annual performance and development reviews, and any other duties required by the DClinPsy EDI lead;
- Undertake any other duties as assigned by the Head of Division, DClinPsy Programme Directors and/or the DClinPsy EDI lead appropriate to the grade of the position.