

INCLUSION MANAGER

DEPARTMENT: INCLUSION

REPORTS TO: HEAD OF PROJECTS AND DEVELOPMENT

LOCATION: 14 PRIDE POINT DRIVE, PRIDE PARK, DERBY, DE24 8BX

JOB SUMMARY AND MAIN PURPOSE

The Inclusion Manager will lead, manage and develop Derby County Community Trust's Inclusion Department, ensuring the effective delivery, growth and sustainability of a diverse portfolio of inclusion programmes and services.

KEY RESPONSIBILITIES

- Lead and develop Derby County Community Trust's Inclusion Department, ensuring delivery aligns with organisational objectives, local priorities and community needs.
- Lead the strategic planning, development and growth of the Inclusion Department, ensuring alignment with the Trust's business plan and strategic objectives.
- Manage and support the Inclusion team, ensuring high-quality delivery, continuous improvement and positive outcomes.
- Oversee the delivery, monitoring and evaluation of inclusion programmes, ensuring contractual targets, KPIs and outcomes are achieved.
- Identify, develop and secure new funding, commissioning and income-generation opportunities to support departmental growth and sustainability.
- Build and maintain effective partnerships with local authorities, education providers, community organisations, funders and other key stakeholders.
- Represent the Trust at strategic forums, influencing local agendas and ensuring the department aligns with relevant city, county and national strategies.
- Develop and oversee innovative inclusion programmes and services (including community-based youth engagement, targeted interventions and partnership delivery) that increase participation, reduce inequalities and improve outcomes for underrepresented and disadvantaged communities.
- Manage departmental budgets and resources effectively, ensuring financial accountability and value for money.
- Work closely with the Head of Projects and Development to secure new contracts and expand service provision.
- Work collaboratively across Trust departments to maximise opportunities, share best practice and contribute to organisational priorities.
- Ensure compliance with safeguarding, health and safety, equality, diversity and inclusion, GDPR and all Trust policies and procedures.

GENERAL RESPONSIBILITIES

- Ensuring continuous compliance with the requirements of relevant Health & Safety and Data Protection legislation. It is the duty of every staff member to take reasonable care of their own and other people's health, safety, and welfare, and to report to DCCT any situation which poses a serious or imminent threat to the well-being of themselves or of any other person.
- It is essential that there is a consistent and effective approach to the process of identification and management of risks across the Trust. The escalation of risk within an organisation is a key mechanism for ensuring that risk is managed at the appropriate level by the appropriate individuals. All staff have a duty to ensure compliance with the Trust's Risk Management policies and procedures.
- Demonstrating the impact of DCCT programmes is a key performance indicator for the Trust. Capturing, recording, and analysing data is essential in supporting this. All staff are required to ensure they play their role where applicable.
- The assurance of quality is fundamental for all work undertaken by DCCT and should be implemented by all staff in their work. To that effect DCCT shall: Regularly monitor and measure the quality of its work methods, outputs and outcomes with a view to ensuring high quality standards, best value and continuous improvement.
- To uphold the Trust's Equal Opportunities policies & practices, positively promoting equality of opportunity.

PERSON SPECIFICATION

ESSENTIAL SKILLS & EXPERIENCE

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| • Educated to degree level or equivalent professional experience. | • Strong leadership and people management skills. |
| • Minimum of 2 years' experience managing a team. | • Excellent written and verbal communication skills. |
| • Experience leading community, inclusion, engagement or development programmes. | • Ability to build and maintain positive stakeholder relationships. |
| • Experience of developing and growing programmes, services or projects. | • Ability to analyse data and demonstrate programme impact. |
| • Experience managing budgets and financial performance. | • Strong organisational and project management skills. |
| • Experience monitoring, evaluating and reporting programme outcomes and impact. | • Ability to identify opportunities and drive innovation. |
| • Experience working with underrepresented or disadvantaged communities. | |
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DESIRABLE SKILLS & EXPERIENCE

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| • Leadership or management qualification. | • Experience building and managing strategic partnerships. |
| • Project management qualification. | |
| • Experience securing external funding, grants or contracts. | |

This post will be subject to an enhanced DBS check and the requirement for the postholder to hold business use insurance on their personal vehicle.

VALUES

Our values underpin everything we deliver as a charity. The postholder is responsible for role modelling these values and is accountable for their own attitude and behaviour.

We are:

- **Caring** in our approach
- **Collaborative** in our partnerships
- Creating **meaningful** experiences
- Effectively fulfilling **potential**
- Taking **pride** of our work
- **Valued** by our community

EQUALITY, DIVERSITY & INCLUSION

Derby County Community Trust believe our workforce should be as diverse as the communities we serve. We are committed to encouraging equality, diversity & inclusion throughout our workforce, and eliminating unlawful discrimination.

SAFEGUARDING

Derby County Community Trust have a responsibility to promote the welfare of all children, young people, and adults at risk to keep them safe and is committed to working in a way that protects them. The Trust expects all staff and volunteers to share this commitment.

As part of the Trust's commitment to providing a safe environment for children and young people, applicants should be aware that they will be required to apply for an Enhanced Disclosure and Barring Service (DBS) Criminal Record Check (CRC) as part of the recruitment process.

Derby County Community Trust's Job Applicant Privacy Policy can be found [here](#).



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