



## **We are Global**

*We're proud to be one of the world's leading media and entertainment groups. Whether it be on-air, via global player or through our outdoor advertising, we entertain and reach over 50 million individuals across the UK every week.*

*Across our entire business, we're committed to making more moments that matter for our audiences, customers and for each other. And every moment matters...the small, the big and everything in between. We couldn't do any of it without our talented, passionate Globalers. Everything we do is driven by our culture and the talented people who make it happen.*

*Here at Global, we have a saying...it's all about how you make people feel. It's our company ethos, our guiding belief and it's so much more than words. It's the vibe you get when you walk into one of our offices, it's what keeps us honest and true to who we are, and above all, it's the reason we all love to work here.*

## **Description**

Diversity & Inclusion Coordinator

## **Reporting of the Role**

This role reports to the Head of Diversity & Inclusion

## **Overview of job**

This role will give a great insight into the People & Culture team at Global and how diversity and inclusion plays a vital role across all areas.

## **3 best things about the job**

- An opportunity to work in an incredibly diverse team that play a critical role across Global and all of their functions
- You will be a part of the department responsible for bringing people into the business, for developing them and supporting them in their everyday lives whether it be support with their managers through to developing their skills for promotion and progression
- Building relationships with people from across the business, not just in People & Culture.

## Measures of success –

### In the first few weeks, you would have

- Built a good working relationship with key areas of the People & Culture team, namely Diversity & Inclusion, Talent Acquisitions, Talent Development and Heads of People
- Supported your line manager with the D&I activity for the coming quarter, up to Christmas 2022
- Learnt some skills around Microsoft Office – Outlook, Excel and PowerPoint

### Responsibilities of the role

- Supporting your manager by keeping across the status of various projects and initiatives
- Acting as the first point of contact
- Coordinating meetings and events with the Head of D&I and the Global staff networks
- Learning how to present data in a visual way that tells a story for important D&I updates across the business
- Keeping track of D&I spends and budget
- Build strong internal relationships that allow for a deeper understanding of our D&I needs
- Become a support to your manager by resolving tasks and being pro-active

### What you will need

- A good eye for detail
- An interest in diversity and inclusion and how it affects every area of the business
- A can-do attitude, getting involved with event planning and scripting communications
- A desire to keep your buddy and line manager informed about the work you are completing.

## Everyone is welcome at Global

Just like our media and entertainment platforms are for everyone, so are our workplaces. We know that we can't possibly serve our diverse audiences without first nurturing and celebrating it in our people and that's why we work hard to create an inclusive culture for everyone. We believe that different will set us apart, so no matter what you look like, where you come from or what your favourite radio station is, we want to hear from you.

Although we cannot make guarantees, we welcome conversations about flexible working for all roles at Global. And of course, we're looking for someone who's going to live and breathe our values everyday...

- **STRIVE:** aim big, bring new ideas, embrace change, move at pace and do the best work of your career.

- **PRIDE:** have a passion for excellence, pay attention to the detail, don't walk by what you can put right, go the extra mile, and leave things better than you found them.
- **SIMPLE:** focus on what matters, break down barriers, remove complexity and cut to the chase.
- **RESPECT:** say it how it is but do so with respect, be a team player, look after others, value different and celebrate the success of others.