GMB UNION

Job Description

Job Title	**Head of Equalities, Inclusion and Education**
Grade	**10**
Accountable to	**General Secretary**
Place of Work	**National Office**
Hours of Work	**Unspecified**

Role purpose

To lead GMB's national equality, inclusion and education agenda, providing strategic leadership, expert advice and organisational direction to ensure equality is embedded across the union's structures, policies, governance, industrial campaigns and activities.

The role is responsible for developing and delivering programmes that advance equality for members and staff, supporting branches and regions to achieve meaningful outcomes, and ensuring delivery of the union's strategic equality objectives which are rooted in the industrial activity of the Union. It will be an essential part of the role to promote organising and campaigning activity on matters of equalities and ensuring the unions campaigning agenda is aware and ensuring equality inclusion.

The role will also be responsible for the strategic coordination, development and delivery of education across the union. This will include oversight of governance, industrial, political, equality, leadership and representative training programmes, ensuring that learning and development activity supports the union's strategic objectives, builds organisational capability and strengthens member engagement at all levels.

Organisational context

The Head of Equalities and Education is a senior leadership role reporting directly to the General Secretary and serving as a member of the Senior Management Team. The role leads a national team of equality specialists, including responsibility for the National Race Officer and Equality and Inclusion Officer functions, and works collaboratively with national secretaries, national officers, people and legal teams, regional leadership teams, branches and elected lay structures including the Regional Committees and CEC to deliver GMB's equality commitments and associated educational priorities.

Key Responsibilities

1. Strategic Equality Leadership
Lead the development, implementation and evaluation of GMB's national equality and inclusion strategy, ensuring equality considerations are embedded within organisational planning, policy development, industrial campaigns and decision-making.

2. Monaghan Action Plan Delivery
Provide strategic leadership, oversight and assurance for the implementation of the Monaghan Action Plan, ensuring agreed actions are progressed, outcomes are monitored, barriers are addressed and progress is reported to the General Secretary and Senior Management Team.

3. Equality Programmes and Campaigns
Design, commission and oversee national programmes, initiatives and campaigns which advance equality, diversity and inclusion for members and staff, delivering measurable improvements and supporting GMB's broader industrial and organising objectives.

4. Branch and Regional Support
Develop frameworks, guidance and support mechanisms to enable branches and regions to create, implement and review effective equality plans that align with national priorities and local needs.

5. Expert Advice and Governance
Act as GMB's lead strategic adviser on equality, inclusion and associated matters, providing authoritative advice to the General Secretary, Senior Management Team, National Executive Council, officers and senior stakeholders.

6. Leadership of the Equalities and Education Team
Lead, develop and manage the national team of equality and education specialists, creating a high-performing and collaborative culture that promotes professional excellence, innovation and continuous improvement.

7. Education and Capability Development
Develop and oversee education, learning and development programmes which improve understanding, capability and confidence across elected representatives, activists, officers and staff.
Develop and oversee the education programmes which promote organising and campaigning on matters which impact equalities to ensure equalities are rooted in the industrial work of the union. This will include but is not exclusive to education on how to campaigns on issues impacting global majority members; education on providing case work excellence on issues relating to equalities and educations which encourages lay leadership from equality strands.

8. External Engagement and Influence

Represent GMB at national forums, with partner organisations, employers, government stakeholders and equality bodies, influencing policy and promoting GMB's equality agenda and reputation.

Role Scope

1. Authority and Decision-Making
The role is accountable for determining strategic equality priorities, recommending policy positions, directing delivery programmes and allocating resources within agreed budgets. The role exercises significant autonomy in developing equality initiatives and providing strategic advice, whilst operating within organisational governance frameworks and reporting arrangements.

2. Planning and Problem-Solving
The role is responsible for long-term strategic planning relating to equality and education. It addresses complex organisational, cultural and operational challenges, balancing competing priorities while ensuring compliance with legal obligations, organisational commitments and strategic objectives.

3. Relationships and Influence
Builds and maintains effective relationships with the General Secretary, Senior Management Team, Central Executive Council members, senior officers, regional leadership teams, branch officers, equality structures and external stakeholders. This will include creating and reporting on plans. Success depends upon influencing decision-making, building consensus and securing organisational commitment to equality objectives.

4. People, Resources and Information
Direct management responsibility for a national team of equality specialists. Responsible for the management of allocated budgets, commissioned projects and programmes. Budgets will be up to and including £500K. Handles highly sensitive and confidential information relating to equality matters, organisational strategy, member issues and employment matters.

Working Arrangements and Demands
The role requires regular travel across the UK and attendance at conferences, committees, regional meetings and external events. The post involves sustained strategic thinking, management of multiple priorities and engagement with complex and potentially sensitive equality, discrimination and organisational change issues.

Person Specification

Qualifications or Equivalent Professional Knowledge
Required

- Degree level qualification or equivalent professional knowledge gained through significant practical experience.
- Detailed knowledge of equality, diversity and inclusion principles, legislation and best practice.
- Comprehensive understanding of trade union values, structures and governance.

Desirable

- Postgraduate qualification or recognised professional qualification in equality, human resources, organisational development, education or a related discipline.
- Specialist equality accreditation or professional membership.

Relevant Experience
Required

- Significant senior-level experience leading equality, diversity and inclusion strategies and programmes.
- Experience of leading and developing professional teams.
- Experience of influencing senior stakeholders and supporting executive-level decision-making.
- Experience of developing and delivering organisational change initiatives.
- Experience of designing and implementing national programmes or campaigns.
- Experience of working with democratic governance structures

Desirable

- Experience within the trade union movement.
- Experience working with elected governance structures.
- Experience of delivering educational or learning programmes at a regional or national level.

Skills and Capabilities
Required

- Exceptional strategic leadership and organisational planning skills.

- Strong understanding of equality, inclusion and anti-discrimination practice.
- Ability to influence, negotiate and build consensus at senior levels.
- Excellent written and verbal communication skills.
- Strong analytical, problem-solving and decision-making capability.
- Proven ability to lead, motivate and develop high-performing teams.
- Ability to manage complex programmes and multiple stakeholders simultaneously.
- Excellent interpersonal skills and diplomacy

Desirable

- Experience of public speaking and media engagement.
- Programme and project management expertise.
- Knowledge of campaign development and mobilisation approaches.

Profile Flexibility and Review

The role may undertake other responsibilities consistent with its purpose and general scope, following appropriate discussion and having regard to the skills and support required. Any material or continuing change to the role should be reflected in an updated role profile and considered under the agreed review arrangements.