# Outline role description – Inclusion Champion

This template can be used to support volunteers who want to champion inclusion at your organisation. It highlights the benefits that can be gained from having an inclusion champion(s), suggests the potential qualities and skills required, and sets out the anticipated time commitment to undertake it.

This template is an example. It’s designed to enable you to adapt and amend each section to fit the needs of your organisation and its volunteers.

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| **Organisation name** |  |
| **Role title** | *Inclusion Champion(s)* |
| **Time commitment**  [Be as flexible as possible to accommodate the availability of the volunteer] | *The time commitment per week/month is likely to be:* |
| **Location**  [State if the role needs to be carried out in person, online, or a combination of both] | *The Inclusion Champion(s) should be contactable remotely and attend regular, in person, check-ins and meetings as needed, as part of their regular tasks within the organisation.* |
| **Desirable qualities and skills**  [Edit this section to provide a list of the qualities, skills and any training requirements that are needed to fulfil this role] | *To be an effective inclusion champion, you’ll:*   * *Be willing to learn.* * *Be passionate about equal, inclusive and fair behaviours and practices.* * *Have knowledge of the protected characteristic groups and their rights under the Equality Act 2010 and be prepared to develop this.* * *Be understanding and enthusiastic about supporting everyone in your organisation, so they feel included.* * *Be unafraid to tackle discrimination, challenge stereotypes, and raise awareness of prejudice, discrimination and hate crime.* * *Be passionate about equality and reducing barriers for disabled people.* * *Be comfortable with exploring new ways of doing things to reach and increase representation from groups not currently represented at your organisation.* * *Be able to research and keep up to date with news, resources and best practice inclusion initiatives.* * *Be able to advocate for change.* * *Have good communication and listening skills and be comfortable talking to people to find out their views and needs.* * *Have good networking skills. Be able to identify, suggest and implement ideas to address issues around equality, diversity and inclusion.* |
| **Main tasks**  [Edit this section to identify the main tasks required, remember to think about the language you use to demonstrate that the role is interesting, rewarding and impactful] | *The main tasks associated with this role could include:*   * *Setting up a working group to encourage others to get involved and advocate for inclusion.* * *Ensuring your organisation meets the needs of a wide range of users or knows where to signpost users to in your local area for appropriate opportunities.* * *Gathering and sharing ideas to address issues around equality, diversity and inclusion, and deciding how you will turn ideas to action.* * *Increasing awareness about inclusivity and inequalities.* * *Reviewing who is and isn't represented at your organisation and exploring what you can do to reach new groups*. * *Identifying and collaborating with other organisations that can help to support you to reach different people.* * *Creating an inclusion policy and action plan.* * *Identifying and supporting the implementation of actions to create or enhance an inclusive environment.* * *Working to improve the accessibility of your facilities and sessions (if needed).* * *Promoting an inclusive culture and practices to ensure everyone knows how they can help and what’s expected of them.* * *Measuring progress against targets and actions.* * *Ensuring your inclusion policy is used and understood and regularly reviewing and updating it.* * *Responding appropriately and efficiently to any opportunities or recommendations about inclusion.* * *Working alongside other volunteers and committee members.* * *Organising and arranging training.* * *Upholding and living your organisation’s values and codes of conduct.* |
| **Supported by**  [Add the names and contact details of the person(s) that will support the Inclusion Champion(s) in their role] | *This role will be supported by the lead committee member with responsibility for inclusion, the Chair, and any participants, staff, or volunteers with a passion for inclusivity.* |
| **What can be gained from this role**  [Outline the skills, qualifications, and experiences that the individual can expect to gain from their role] | * *Developing the necessary skills to undertake the tasks associated with this role, through training courses on inclusion.* * *Personal development opportunities to develop confidence, communication, networking, partnership working and advocacy skills.* * *Volunteering can help to support employment and career development prospects.* * *Experience of attending and leading meetings.* * *Gaining insight into the running of a community organisation and contributing to leadership decisions that affect equality and inclusion.* * *Being able to influence the behaviour and practices of everyone at the organisation.* * *A sense of achievement, fulfilment and the opportunity to give back to your local community.* * *The opportunity to meet new people and make new friends.* * *Experience of generating ideas and putting them into practice.* |
| **Other information**  [Add any other information that’ll help make the role appealing and reassure the potential volunteer that it’ll be a fun, rewarding and supported opportunity] |  |

# Breaking down the role of Inclusion Champion into tasks for individuals

Identifying people to undertake the work of an Inclusion Champion(s) is a great way of prioritising inclusion in your organisation.

If people are confident and passionate about this work, but unable or reluctant to commit the time required to take on all aspects of the role themselves, don’t let go of them! Instead, think about how you can lighten the load and share out the responsibilities. We’ve listed some examples below but have a think and add your own:

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| **If you’ve got a few hours** | **If you’ve got an hour** | **If you’ve got a minute** |
| Implement a code of conduct that aligns with the values and behaviours of your organisation;  or  Review, and if necessary, revise your code of conduct. | Promote and communicate your values and expected behaviours across the organisation. | Give recognition to individuals who excel in living your values.  Make sure values can be seen by everyone, for example on a notice board.  Ensure everyone has read and acknowledged your code of conduct. |
| Understand any barriers to accessing your organisation by reaching out and talking to different groups to see if any changes need to be made. | Create imagery for communication and promotional materials (like your website, social media pages and posters) that show a diverse range of people to reflect your organisation and community. | Pin up new posters.  Do a search to find local organisations who represent or are trusted by the groups you want to engage.  Hand out some flyers that promote your activities. |
| Do regular assessments of your facilities and sessions to identify any potential access barriers. | Provide assistance with travel or help set up inclusive equipment for those who need it. | Talk to new or potential participants to ensure that they are aware of the accessibility of the facilities and activities. |
| Arrange a training course for interested volunteers and participants to attend on inclusivity. | Attend a training course arranged by someone else. | Speak to someone who has attended a course and get an overview of their training. |
| Develop or complete an inclusion policy for your organisation. | Complete a task from the action plan to support the implementation of the policy. | Contribute to the completion of a task that supports the implementation of your policy.  Tell others about your inclusion policy and where to find it. |
| Implement a multi-faith or low-sensory area for your organisation. | Speak to others about ways to make your areas more inclusive to different groups and how you might be able to support that. | Make sure the multi-faith or low-sensory area is tidy and returned to a neutral environment after use. |

For more information, explore our guidance on [breaking down roles into tasks](https://buddle.co/learning-and-support-resources/getting-help-people/working-out-tasks-and-roles/needs-and-skills-1?section=breaking_roles_into_tasks).

To get started on becoming more inclusive, explore our [inclusivity guidance](https://buddle.co/learning-and-support-resources/being-inclusive/understanding-and-communicating-people).