



EDI Engagement Consultancy proposal

Project Overview

For a year and half Cardiff Women's Aid has carried out a series of funded and targeted EDI activities to improve our provision of services to all women and children in Cardiff and to ensure we can attract and retain a diverse workforce that is reflective of the communities the women and children accessing our services.

Activities completed include:

- Targeted training for all staff on Anti Racism, Disability and LGBTQ+.
- External audit by EDI expert.
- Engagement with targeted groups, including local mosques, G&T community representatives, LGBT venues.
- Implementation of an accessibility tool on our website.
- Translation of our promotional literature into 6 languages.
- Setting up of staff committees on Anti Racism, Disability, LGBTQ+, Health and Wellbeing.
- Refresh of our EDI strategy.
- Refresh of our policies on Anti Racism, EDI, discrimination.

We are coming to the end of our second year of dedicated funding and would now like to move to ensuring that this work is embedded in our everyday practice across the organisation. We are looking for an expert EDI consultant to support us in delivering the below activity to ensure EDI remains a central and achievable priority.

Activities required:

For the final quarter of the project we are looking for a consultant to support us with:

1. **DEVELOPMENT OF INTERNAL MENTOR FRAMEWORK**
Develop a framework for an internal mentor programme for staff and volunteers from underrepresented groups to grow within their roles and build confidence to progress their career in our organisation.
2. **REFRESH EDI PLAN TO EMBED IN WORK GOING FORWARD**
Utilising our EDI strategy and steerage from our executive management team, set out a framework for continued delivery of our strategic commitment to EDI.
3. **GRANT APPLICATION SUPPORT**
Support Cardiff Women's Aid in looking for onward funding for EDI work.



Timeframe:

1Jan - 31 March 2024

Expected delivery is approximately 15 days spread over the 3 months, including:

- Project instigation meeting and planning.
- Research activity.
- Development of draft frameworks.
- Presentation of draft frameworks for feedback from executive management.
- Edits to drafts following feedback.
- Project close meeting.

Budget:

Quotes are invited between £4000-6000 inclusive of travel and on costs.

We are looking for a consultant with the following:

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Expertise and a proven track record of developing and delivering Equality, Diversity and Inclusion initiatives.	✓	
Track record of developing and delivering projects for the charity sector.	✓	
Understanding of EDI in HR practices and service delivery in the charity sector.	✓	
Experience facilitating engagement with diverse audiences to provide feedback reports and inform delivery of projects.	✓	
Understanding of violence against women, domestic abuse and sexual violence, and working with survivors of trauma, or the ability to quickly develop an understanding around this area.		✓
Compliant with GDPR/data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work.	✓	

For further information and to submit your application, please email:

hr@cardiffwomensaid.org.uk