



Creating a world of better opportunities

Job description

EDI TRAINING AND DELIVERY SPECIALIST

Hybrid - Stevenage

Permanent

Grade 9

Part Time – 21 Hours per Week

Reports to: Head of EDI

Where the role fits

Governance and External Engagement (GEE) is a specialist hub for teams and professionals who support the IET in delivering effective and impactful corporate support, governance and compliance to leading on the charity's fundraising initiatives and growth.

Across several centres of excellence, GEE brings together the teams responsible for developing and managing our dedicated global network of volunteers, who champion our voice and help progress the engineering and technology topics that matter. Our Technical Regulations team works with experts to produce and update the IET Wiring Regulations, the UK's national standard for electrical installations, as well as other guides. GEE's policy team strives to inform and influence government policy, engaging with our community of experts, and our EDI team endeavours to knock down the barriers many face in achieving a rewarding career in STEM (Science, Technology, Engineering and Maths).

Purpose of the role

The EDI Training and Delivery Specialist, within our Governance and External Engagement team, will be responsible and accountable for the successful production and delivery of WISE products and services. As part of the role, the EDI Training and Delivery Specialist will operate as a subject matter expert on EDI in STEM, fully understanding customer EDI needs and requirements, and leading exemplary delivery of our EDI products, which includes WISE workshops, webinars, training courses, and consultancy offerings focused on building inclusivity for all in STEM.

Within the role, EDI expertise, collaboration and effective communication are key, and the EDI Training and Delivery Specialist will be expected to work with multiple stakeholders and ensure all WISE materials are compliant with current EDI legislation and best practices in STEM.

Our leadership charter

Leadership is important. It helps create the culture that we need to be a success – as individuals, as teams and as an organisation. As part of our framework, we have four behaviours we specifically look for in our leaders:

- **Shares vision** – by setting a clear shared vision of success for the organisation
- **Sparks engagement** – by empowering, inspiring, and developing people
- **Skilfully executes** – by setting stretching performance expectations, reviewing progress, and holding people to account to deliver planned outcomes
- **Sustains progress** – by recognising achievement and encouraging continuous improvement and experimentation

Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Main duties and responsibilities (not necessarily in priority order)

- Coordinate and deliver WISE's products, EDI tools, training, and consultancy services, both in-person and virtually.
- Develop and deliver engaging EDI training programmes, workshops, and webinars tailored to customer needs.
- Ensure all training materials are compliant with current EDI legislation, sector guidance, and best practice within STEM.
- Lead the planning and management of the delivery schedule, ensuring alignment with budget, timelines, and customer requirements.
- Collaborate with clients to set success metrics and provide detailed reporting on outcomes, including financial performance.
- Manage risks effectively, ensuring compliance with relevant policies, standards, and procedures.
- Engage with the PPM team to support the continuous improvement of WISE's products and services, enhancing their effectiveness, usability, and credibility.
- Contribute to the development and enhancement of EDI products and tools, ensuring they are informed by customer feedback, market trends, and emerging sector needs.
- Work with the Engagement and Growth team to support new business development, maintain strong customer relationships, and ensure value for money.
- Act as an advocate for members and customers across the IET, representing their needs, challenges, and successes to internal stakeholders.
- Represent the EDI team at meetings, events, and activities as required.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Deliver operational excellence:** You'll be responsible for the efficient and effective execution of day-to-day tasks and projects, ensuring they align with organisational goals.
- **Collaborate for success:** You'll work closely with colleagues across departments, fostering open communication and a collaborative environment to achieve shared objectives.
- **Support continuous improvement:** You'll actively participate in identifying areas for improvement and implementing solutions to enhance efficiency and effectiveness within your area.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development your team to achieve their full potential, fostering a positive and inclusive work environment.
- **Enhance team strengths:** You'll support your team in understanding and using their individual strengths to improve productivity and engagement, ensuring everyone can contribute effectively.

Skills and experience required

- Expert knowledge and experience in Equality, Diversity and Inclusion (EDI), with a strong understanding of the EDI landscape within STEM.
- Proven track record as a hands-on EDI practitioner, with significant experience in EDI training design and delivery, consultancy, and product development to meet customer and organisational needs. Experience working within B2B delivery and membership organisations would be beneficial.
- Ability to meet financial targets and consistently deliver high-quality outcomes aligned to customer requirements.
- Excellent stakeholder engagement and communication skills, with the ability to influence and collaborate effectively with senior stakeholders, while developing new networks and professional relationships.
- Strong analytical and problem-solving skills, with the ability to consider complex issues, explore options, and reach sound decisions quickly.
- Ability to produce high-quality, insightful reports for varied audiences, clearly evidencing delivery against financial, operational, and customer goals.
- Willingness to travel within the UK and overseas, including occasional overnight stays, as required by the role.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.

- **Collaborative communication:** You'll possess excellent written and verbal communication skills with a focus on active listening, clear communication, and building strong relationships with colleagues.
- **Strong organisational and time management:** You'll demonstrate excellent organisational skills with the ability to prioritise effectively, manage your workload to meet deadlines consistently, and ensure project deliverables are achieved on time and within budget.
- **Technical and operational expertise:** You'll possess a strong understanding of the relevant technical or operational area, coupled with a strategic mindset and problem-solving skills to identify and implement solutions to ensure smooth delivery.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Promoting a positive and inclusive work environment:** You'll be passionate about creating a positive and inclusive work environment where diversity is celebrated, teamwork is valued, and collaboration thrives.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department / Team</i>	<i>LN, Head of EDI</i>	<i>Nov 2025</i>
<i>Strategic People Partner</i>	<i>JW, Strategic People Partner</i>	<i>Nov 2025</i>

This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.