

Diversity & Inclusion Lead

Based: UK / USA (Flexible)

Reports to: Head of Performance

Group Overview: YMU Group is a leading management and professional services company based out of the UK and US. Our mission is to bring added success to everyone who deals with us – both talent and industry clients. We aim to create the circumstances where talented people can build their reputation, influence and success.

We work courageously and persistently with elite talent and clients who represent the best in the industry. We provide a portfolio of services to a wide range of professionals consisting of leaders in entertainment, film, music, radio, television and sport, including athletes, authors, digital influencers, media rights holders, musicians, producers and TV personalities

We strive to be the best company to work for, and are constantly looking for ways to improve on every level, from providing excellent services to our clients, to staff satisfaction, to diversity and inclusion, mental health and wellbeing

Our core values: ***We are client first:*** The Group's entire purpose and DNA is centred around serving our clients first and foremost

We are collaborative: We are the many not the few. Clients can access breadth and scale of our service

We are curious: Our clients expect us to be progressive, innovative and informed.

We are egoless: Team is at the core of everything that we do, and the strength of the team is in the collective, not the individual

We are courageous: We are clear about who we are even when that can be deemed as controversial

Job Purpose: Promoting and achieving diversity and inclusion (D&I) is at the core of our business. As such, this role will be responsible for ensuring that YMU delivers on this commitment. This will be reflected in all aspects of YMU, from colleagues, to clients, to capabilities; this role will be the key driver of identifying needs, designing solutions, and overseeing the implementation of all D&I initiatives.

We have established four D&I committees; BIPOC, Mental Health and Wellbeing, LGBTQ+, and Access. The primary purpose of this role is to manage these committees, as well as coordinate and collaborate between them. This means attending the committee meetings, driving the agendas, leading on and delivering initiatives, collaborating across all committees and ensuring we are considering all aspects that each of the committees



bring. There will also be D&I initiatives throughout the organisation that this role will need to contribute towards.

This role is expected to be part-time initially, working 2.5 days a week, with potential to expand and develop the role.

A note from our CEO: *"We have made a commitment to place Diversity and Inclusion at the heart of everything we do. This is reflected in our 5-year strategy as one of our key growth pillars. Therefore, this role is absolutely critical to not only helping us drive D&I across the business, but also holding us to account."*

Key Responsibilities:

- Define a clear D&I strategy, to include a D&I policy, for YMU, by identifying current and future challenges and opportunities across the Group, and work with the business to design a plan to execute.
- Oversee YMU's D&I committees, including assisting with the agendas, developing and executing the manifestos, driving large projects, and being the conduit between all the committees to maximise the impact of all committees.
- Help embed D&I in our people strategy, from talent acquisition through to performance management and ways of working.
- Develop and monitor internal D&I workforce targets.
- Partner with each divisional leadership team to ensure that D&I is embedded in everything that they do, and identify and implement specific initiatives that can make a significant impact on D&I within their divisions.
- Collect data and develop suitable analytics to ensure we can measure and monitor success.
- Work with Head of Performance to embed D&I in our L&D program, in order to raise awareness across our group and motivate employees to drive change, as well as ensure that our program is suitable for all colleagues.
- Develop and manage a D&I escalation process, where colleagues and clients can voice their opinions on D&I within the group.
- Work with the Strategic Communications team to build internal and external communications around our objectives and progress on D&I, to ensure transparency and accountability.
- Explore and implement opportunities for partnerships with D&I organisations, including organisations that would allow us to provide work opportunities for those from underrepresented demographics.
- Own the production of pay gap reports.

Person requirements:

- Knowledge and understanding of D&I best practice, ideally with D&I qualifications.
- Ideally to have worked within or with creative industries or to have a robust understanding of creative industries, creative mindset and idiosyncrasies.
- Experience of developing D&I strategies and implementing D&I into organisations.
- Broad network amongst other D&I professionals and associations.
- Demonstrable passion for D&I, through professional and/or other experience.
- An ability to listen, demonstrate empathy, win people over and gain people's trust at all levels.

- Demonstrated ability to communicate, partner with, and influence stakeholders across all levels of an organisation.
- Demonstrated ability to drive and manage change.
- Strong project management skills.

What we Offer...

We offer a wide variety of benefits including:

- Colleagues Incentive Scheme
- Private medical after 12 months' service
- Enhanced parental leave
- Employee pension scheme
- Unlimited holiday
- Access to flexible working conditions

Equal opportunities:

YM&U Group is an equal opportunity employer. All qualified applicants will receive consideration without regard to protected diversity characteristics such as race/ethnicity, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. All successful job applications are subject to referencing and background checks.