

Equity, Diversity and Inclusion

Consultant (Phase 2)

Summary and background

The Climate Coalition (TCC) is committed to ensuring that in delivering our mission and vision we are inclusive and equitable. Led by a working group of three staff and a Board Champion, the organisation has proposed a phased process which began with a successful review of internal policies as well as practices to ensure we are adhering to best practice.

The second phase of work is to initiate a listening exercise with partners, communities and marginalised people about what TCC needs to do to deliver our strategy in an inclusive way, and what else we may need to do to make ourselves be more inclusive.

Purpose

Early in 2024, TCC will be launching a new strategy, and we want to explore and understand how we can develop and deliver this in the most inclusive way.

Our approaches to improving inclusion in our membership, our work and in the wider movement will have been identified by partners and marginalised communities following an open and transparent listening exercise.

Role and Responsibilities of Consultant

1. Informed by our new strategy, and the resource obtained from an internal review of TCC's staff perceptions, design a listening exercise:
 - a. To explore existing TCC members and community organisers' perceptions and experiences of EDI at TCC to date;
 - b. That engages marginalised, minority and climate affected communities, and explores what they want and need from TCC;
 - c. To create ideas, principles and approaches we should commit to going forward to ensure inclusivity in our work
 - d. And covers any other matters deemed important from the review and by the consultant.

2. Organise, facilitate and deliver (including logistics and outreach) a listening exercise including workshops, sessions or events dependent on the approach recommended.
3. Collate feedback, write and submit a report on the findings, with recommendations and estimated costings to the Board of Trustees.
4. A feedback exercise to participants of the listening exercise and to the Coalition, accompanying the report, communicating what we heard and what we will do in response.

Deliverables

1. A listening exercise
2. A report with recommendations and estimated costings
3. A feedback exercise to participants of the listening exercise and to the Coalition.

Time Frame

Work to be completed by June 2024. Breakdown:

Task	To be completed by
Interviews	First week of February
Research and design phase	February 2024
Listening exercise	March 2024
Report	April 2024
Feedback exercise	May 2024

Desired Qualifications and Experience:

Requirements	Essential	Desirable
Professional qualification and/or demonstrable expertise in equity, diversity, and inclusion practices within	x	

organisations, preferably campaigning or social change organisations.		
Experience undertaking similar listening exercises, preferably for campaigning or social change organisations.	x	
Strong analytical skills, with the ability to identify gaps and propose recommendations.	x	
Strong planning, project management and organisational skills.	x	
Excellent communication skills to effectively engage with marginalised, minority and climate affected communities, our staff, volunteers, trustees, and other partners.	x	
A passion for creating inclusive environments and an understanding of the challenges faced by marginalised communities today and an understanding of climate justice and nature.	x	

Budget

Our current total budget available for this work is £25,000 inclusive of fees and VAT.

We estimate this will split between:

- Consultancy fees, paid in instalments.
- Delivery of work, including partner fees, venues and stipends, report production.

Application process:

Potential consultants are asked to submit proposals to jobs@theclimatecoalition.org by Sunday 28th January 11.59pm containing:

- An outline of your experience in undertaking similar reviews, with two references.



- A breakdown of the proposed work schedule within the budget parameters and time period above.
- Please include any adjustment or access needs so that we can best support you.

Proposals will be assessed against experience, proposed work schedule and budget. We strongly encourage proposals from consultants from marginalised communities.

Preferred consultants will be invited to a brief conversation with TCC's EDI working group before appointment.

Please let us know if you will require any special provision should you be called forward for an interview.

If you would like to discuss this opportunity please contact Julia, julia@theclimatecoalition.org for an informal conversation.