



Dear Applicant

Thank you for your interest in joining the team at the Creative Diversity Network (CDN). We will be conducting **anonymous recruitment process** for this role. Please read the following instructions carefully ahead of preparing your application.

## Application Process

Your application should be emailed to [enquiries@creativitydiversitynetwork.com](mailto:enquiries@creativitydiversitynetwork.com) by 23:59pm on Monday 30 November.

In the body of your email please indicate your preferred communication method and any access requirements.

Please provide your application documents as two email attachments:

- **Document One:** A covering letter (max 2 pages) detailing how you meet the person specification and CV outlining your work history

Your CV and covering **should not** include your name, address, contact details, or formal education and training programmes

To enable us to match your application with your email this document file name should contain your initials and the date of your submission, formatted as 'DA\_INITIALS\_MMDD'

**Example:** a submission by John Smith on 24<sup>th</sup> Feb would be named DA\_JS\_0224

- **Document Two:** A diversity monitoring form (optional)

This document file name can remain unchanged

Receipt of your email will be administered by HR and your attachments held separately. Your covering letter & CV will be passed to the Diamond Manager for review.

The Diamond Manager will only see your personal details if your CV is shortlisted for interview. First round interviews are due to be conducted the week of 7 December 2020.

We look forward to receiving your submission

Kind Regards  
Deborah Williams  
Executive Director



## **Creative Diversity Network**

[Creative Diversity Network](#) has reached a watershed moment in its evolution. It brings together broadcasters and other stakeholders to address the key issues of diversity in broadcasting, and to increase diversity and inspire inclusion.

Our aims are to:

**Measure** - Capturing diversity and inclusion data. Ensuring every part of the UK Broadcasting supply chain understands the diversity and inclusivity landscape;

**Unite** - Uniting the industry by sharing best practice and creating the forums for collaboration to identify and celebrate the actions that improve diversity and inclusion;

**Support** - Supporting the industry with honesty and openness to ensure that actions are undertaken for measurable progress.

Our role is complimentary to the work that CDN members are undertaking individually. We amplify the best of that work, collaborate on industry wide programmes and partner with other stakeholders, peers and other sectors. We operate with passion and intent as an agile, delivery focussed, inclusive and effective organisation.

CDN recently reviewed its priorities and approach to delivery. Our priorities for 2020 are:

- Diamond – the online diversity monitoring platform used by the main UK broadcasters: BBC, ITV, C4, Viacom/CBS and Sky
- Doubling Disability – our annual campaign and activity working with our members to double the number of disabled people working off-screen in production roles.
- Communications – which includes our new strand of activity: Keeping Diversity on the Agenda.

With Diamond now four years old and fully embedded in the industry, we are seeking to recruit a new role of Diamond Administrator.



<b>Job Title</b>	Diamond Administrator
<b>Aim of the role</b>	To act as the administrator for Diamond – the online diversity monitoring system for UK television
<b>Salary</b>	£30k per annum (pro rata 3 days per week)
<b>Status</b>	Fixed Term 6 months, with potential for extension.
<b>Hours</b>	22.5 hours (3 days)
<b>Based</b>	Home working will be expected from the start of the contract. When conditions allow, the place of work will be CDN offices Rich Mix, Bethnal Green Road, London E1 6LA
<b>Reports to</b>	Diamond Manager

You will receive a paid holiday entitlement of 25 days a year plus bank holidays (pro-rated). You will be eligible for auto-enrolment into our workplace pension.

## Diamond

Diamond is an industry-wide diversity monitoring system, created and used by broadcasters BBC, Channel 4, ITV, Viacom/CBS and Sky. It collects and reports detailed and consistent diversity data about people who make UK television programmes – both on and off-screen.

Diamond enables us to answer the key questions “Who’s on TV?” and “Who makes TV?” with greater confidence and precision than ever before. You can find out more information about the Diamond project from the CDN website:

[www.creativediversitynetwork.com/diamond](http://www.creativediversitynetwork.com/diamond).

## Roles and Responsibilities:

The **Diamond Administrator** will facilitate the day-to-day activity of Diamond. This includes supporting project management, the publication of data reports and contributes to communication and stakeholder management activities. These will include

- Organising meetings and recording minutes and actions
- Maintaining and updating project paperwork, including contracts and outputs from third part suppliers.
- Responding to CDN stakeholders and other general enquiries about Diamond
- Supporting the publication of Diamond data, and the promotion of the project



The Project Administrator will report to the Diamond Manager (Amy Turton) and may from time-to-time be asked to give support to the CDN Executive (Deborah Williams).

**Person specification:**

- Experience of supporting the delivery of multi-organisational projects or teams
- Strong inter-personal skills, including the ability to work effectively with people at all levels from a wide range of professional disciplines
- Ability to maintain and update accurate project records
  - Competence across Microsoft Office platforms: Outlook, Word, Excel and Powerpoint is required.
  - Monday.com
  - Zoom, Teams, Google Hangouts and others
- Experience of organising meetings and recording minutes and actions
- Supporting marketing and communications activity, for example drafting copy for websites, newsletters or social media, and responding to enquiries
- Collaborative approach to working
- Self-starter with a natural curiosity
- Demonstrable experience of delivering to deadlines
- A strong personal commitment to diversity and inclusion, and the vision of the Creative Diversity Network
- Good sense of humour!

Experience in one or more of the following is desirable:

- Experience within broadcasting, creative industries or technology.
- Collating information and contributing to the publication of research reports
- Contract and tender administration.
- Ensuring compliance with data protection guidelines and online security best-practice