



Role Title:	ELFT Ability Staff Network Support Coordinator
Band:	Existing banding on substantive role
Hours:	Half day per week (alongside existing role)
Tenure:	2 years Secondment (0.1 WTE)
Reporting To:	ELFT Ability Staff Network Lead and Trust Equality Lead
Accountable To:	Executive Sponsor
Main contacts:	Staff, managers and leaders, other network leads, People and Culture Team, Communication Team, Staff Side, external networks, and partner organisations.

ELFT Ability Staff Network Support Coordinator

We are a network of staff working together to take the 'dis' out of disability at work.

The ELFT **Ability Network Support Coordinator** will play a central role in delivering the strategic and operational work of the ELFT Ability Network, which champions the inclusion of disabled staff and those with long-term health conditions across the Trust.

You'll be responsible for managing the network's communications across multiple platforms and helping to amplify staff voices to raise awareness and promote EDI activity both within the network and more widely across the organisation.

This is a fantastic opportunity for someone who is passionate about equity and inclusion, and who wants to use their creativity and communication skills to make a difference. You'll support the coordination of meetings, events, and campaigns, working closely with the Executive Sponsor and Network Leads to shape and deliver initiatives that remove barriers, promote accessibility, and build a more inclusive culture.

ELFT Equality Networks

There are five Staff Equality Networks at ELFT

- ELFT Ability
- Women's Network
- RaCE Network
- Men's Network
- LGBTQIA+ Network

ELFT's Staff Equality Networks play a vital role in building a more inclusive, supportive, and equitable workplace. Each network offers opportunities for connection, peer support, and personal and professional development. In addition to creating safe spaces for staff to share experiences, the networks help shape Trust policies, influence decision-making, and promote cultural change.

How it Works

The role is for half a day per week over two years, with protected time taken from your existing role. For example, if you work five days a week, half of one day will be dedicated to your duties as a Network Lead, and you'll continue in your current role for the remainder of the week.

Your banding will remain the same as your main substantive role. Your specific Network responsibilities will be discussed and agreed with your Network's Executive Sponsor.

The role will be re-advertised following two years tenure.

Please note: you must discuss the practicalities around the half a day per week commitment with your line manager and receive approval from them in order to apply for the role.

Want to find out more?

For an initial discussion, please contact the EDI Team via email elft.edi-team@nhs.net.

Expression of Interest

Within your supporting information on Trac, please include:

- 'Three reasons to shortlist me'
- A summary of 'What I would like to achieve with the Network over the next two years'.

Apply Here ([LINK](#))

ELFT Ability Network Lead Role Description

Working closely with the Network Lead and Executive Network Sponsor, this role will enable you to apply your communication and engagement skills to build, coordinate, and deliver plans that will support our Trust's equality, diversity, and human rights agenda.

Key Duties and Responsibilities
Maintain a list of network contacts via NHS Mail Distribution List
Draft communications material for the network and assist in the design and production of relevant documentation (e.g. Newsletter, posters, flyers, intranet page updates, etc.)
Promote involvement in the network through internal communications and face-to-face engagement events (e.g. Corporate Induction, promotional stalls at various Trust sites, etc.)
Organise meetings, conferences, workshops, and focus groups of the network
Provide regular updates and reports on network activity
Take minutes at network meetings and capture all relevant actions
Ensure that actions arising from network activity are followed up
Support projects and workstreams for the network
Support the Network Lead to produce annual network plan and track its progress
Facilitate promotional events and send communications in order to raise awareness and profile of networks
Answer any general queries regarding the network
Provide advice and support to network members
Along with network lead, manage the network's social media accounts and communications
Liaise with external stakeholders and national bodies
Liaise with counterpart Leads in other Trusts and organisations to share best practice
Work in line with the Trust's policies and procedures
Complete any other relevant administrative duties as needed

Apply Here ([LINK](#))