Inclusion Officer Role Description

Introduction

The Inclusion Officer will promote the equality, diversity, inclusivity and community outreach of the member group and BCS. The role will directly promote the vision of 'Making IT Good for Society'.

It covers: age, disability, gender, sexual orientation, race, religion; as well as outreach to local communities and businesses.

The Officer will investigate and help the group promote inclusion of:

- Members of the group
- Members of the IT profession
- Members of the wider population

The role is mandatory and can be held by any committee member. The holder can hold other roles, for example Chair or Membership Secretary. They can also fulfil related roles including the existing optional roles: Education Liaison Officer, Disability Support Officer and Industry Liaison Officer

Definitions

Equality : 'Equality is a fundamental part of a fair society in which everyone can have the best possible chance to succeed in life'

Diversity: recognises that everyone is different in a variety of visible and non-visible ways, and that those differences are to be recognised, respected and valued

Inclusion: 'the idea that everyone should be able to use the same facilities, take part in the same activities and enjoy the same experiences…' including people who have a disability of other disadvantage

Unconscious Bias: refers to a bias that we are unaware of, and which happens outside of our control. It is a bias that happens automatically and is triggered by our brain making quick judgments and assessments of people and situation, influenced by our background, cultural environment and personal experience.

Actions

The actions of the Inclusion Officer should include:

- **For members of the group**
  - Seek to eliminate discrimination, Advance equality of opportunity and foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
  - Arrange Unconscious Bias Training.
  - Liaise with other inclusion related organisations within the BCS.
  - Arrange reasonable adjustments to avoid disadvantaging any specific group such as:
    - dietary requirements.
    - wheelchair access.
    - accessible documents.

- dates and timing of meetings.

For members of the wider profession

Specialist Groups should understand how their specific area can impact on inclusion for example:

- design for usability and accessibility.
- support for low specification user interfaces.
- effect of slow broadband.

Branches should identify and address issues such as:
- lack of representation of women in IT.
- attracting young people into the BCS.

- **For the broader community**
Local branches should look at the local community and identify how digital equality could be improved by, for example:

  - teaching and supporting the older community to use digital technology.

  - improve access to digital technology by ensuring availability in public places (libraries and community centres) of suitable equipment and adequate broadband.

  - connecting with local education establishments.

  - connecting with local businesses.

Specialist Groups should:

  - Connect to HE/FE that teach or carry out research in the groups area of specialisation.

  - Work with standards groups.

  - Work with other expert groups in the area.

- **Annual Report**
Create input for the Chair's AGM report on inclusion activities, successes and plans.

Support
The Inclusion officers will be supported by:

- A member of the PPP Committee who promotes and champions the role.

- A training package which will introduce the scope and benefits of the role, then suggest various actions and processes the officer should take.

- A discussion group (probably LinkedIn) for Inclusion Officers to discuss issues, solutions and best practice.

- A central source for information on standards, contacts, useful products etc.

- HQ staff via the Community Board PPP Committee.