



ID CARD

Responsibilities of Inclusion and Diversity Officers*



POSITION TITLE:
Inclusion and Diversity Officer (ID Officer).

KEY FOCUS:

promoting, sharing information and raising awareness about ID as a horizontal priority of the Erasmus+ programme, while supporting the National Agency (NA) in building its ID capacity.

NOMINATION MODEL

– mostly programme officers having additional ID officer role:

- officer nominated for one, several or all fields of education and training (higher, school, adult, vocational education and training);
- cross-sectorial officer (covering both education and training & youth); or
- coordinator who manages NAs' ID working group.

KEY RESPONSIBILITIES:

in the NA:

- contributing to and/or developing, implementing and monitoring the NA's ID strategy and its action plans, ensuring alignment with EU, national and NA policies;
- advocating for and promoting ID within (relevant sector in) NA, among (potential) beneficiaries or external assessors (e.g. creating publications, presentations and other resources; organising trainings or events; promoting ID on websites/social media; establishing other outreach channels etc.);
- sharing information, know-how and providing trainings on ID to the NA staff and the (potential) beneficiaries;
- improving and adapting NA's ID activities according to the needs of (potential) beneficiaries and NA staff.

WORKING SCHEDULE:

varying, flexible or fixed working hours.

outside the NA:

- advocating for and promoting ID at national and EU levels (e.g. through participating in working groups, meetings, staying up-to-date and preparing policy documents etc.);
- seeking to enhance understanding of ID and representing the NA at trainings, conferences and various events organised by SALTO IDs, other NAs, EC or different stakeholders;
- networking, learning from other NAs and SALTO IDs and sharing examples of successful inclusive practices/projects;
- cooperating with NAs, SALTO IDs, relevant authorities or other stakeholders on various ID-related activities (e.g. research/surveys, joint projects, outreach programmes etc.);
- staying up-to-date with resources related to ID, especially those from SALTOs.

PREFERABLE TRAITS & SKILLS:

- good understanding of ID, relevant policies and Erasmus+ possibilities and support mechanisms;
- dedication to teamwork, learning, inspiring and motivating others;
- good socio-emotional skills (e.g. empathy, tolerance, conflict resolution etc.);
- experience in project management and understanding the NAs' organisation culture;
- effective communication, presentation, analytical and networking skills.

POSSIBLE ADDITIONAL RESPONSIBILITIES:

in the NA:

- supporting all NA departments in their ID-related efforts;
- supporting the review and update of NA's organisational policies to ensure inclusivity;
- being mindful of the accessibility of the NA's facilities and resources;
- innovating and piloting new approaches or initiatives to support ID (e.g. ambassador or mentorship programmes, support programme for people with fewer opportunities etc.).

outside the NA:

- contributing to the development of national and EU-level policies on ID;
- collaborating with other NAs and SALTOs to connect ID with the remaining Erasmus+ priorities;
- developing partnerships with local community stakeholders to boost local engagement;
- engaging with international ID networks, initiatives and activities;
- conducting research and wider data analysis related to ID as a programme priority.

*This document can be considered merely as an outline. The variety of models and responsibilities depend on the national and sector-specific context, NA organisation and its size and available resources (financial, human, organisational etc.). While this document provides a brief overview of the ID Officer's responsibilities, a more detailed outline is available in the [ID Officer Job Description](#) developed by SALTO ID Youth.