

Equality, Diversity and Inclusion

Global Charity Jobs is proud of its strong commitment to *Equality, Diversity and Inclusion*. We understand that internationally, the non-profit sector still has a long way to go before it is significantly more representative of the communities it exists to serve. In response, we are concentrating our efforts to support organisations to continue developing in this respect.

People working in the non-profit sector (NGO, NPOS, UN agencies, etc.) should represent the communities they work in and the donors they work with. **Global Charity Jobs** seeks an equal, diverse and inclusive profession and are working to break down the barriers that exist that create unequal workplaces and to increase accessibility to the non-profit sector for all.

Everyone should be able to access the same opportunities and fulfil their potential. Improving diversity and equality of opportunity within our sector worldwide is compatible with the moral and ethical framework under which our clients are formed and operate.

Client Responses and Responsibilities

We recommend to our clients the following:

- ✓ Publish the actual annual salary is the first step in ensuring a more inclusive process. We actively discourage the use of such vague terms as "Competitive" in job announcements.
- ✓ Ensure that language in the job description is gender neutral, inclusive and with a clear focus on transferable skills as well as experience. Active encouragement for application from diverse applicants.
- ✓ Remove stringent educational requirements such as university Bachelors degrees, Masters or PhD levels of educational qualification, wherever possible.
- ✓ Place a strong emphasis on job sharing/flexible working (hours, days and locations) within the job announcement.
- ✓ Undertake proactive headhunting with a clear objective to include diverse candidates noting that diversity of course can mean different things in different countries/organisations.
- ✓ Implement an anonymous application process with name, address, age/gender data removed.
- ✓ Provide interview questions ahead of interview to allow candidates to prepare and avoid surprises.