

## Imperial 600 roles and responsibilities

### Chair or co-chairs

Elected by the network for a period of three years.

Where co-chairs are elected they must represent different identities from the LGBTQ+ community.

### Responsibilities

- Lead the Imperial 600 network and chair meetings of the Imperial 600 steering group
- Coordinate the activity of the network as a whole
- Represent the network at internal and external meetings, conferences and events
- Establish and maintain links with other internal and external groups to the benefit of the network
- Oversee and coordinate the development and review of network objectives and strategy

### Membership and Governance Coordinator

Nominated by the chair and agreed by the steering group for a period of three years.

### Responsibilities

- Maintain the network membership list, sending welcome emails as required
- Maintain a calendar of upcoming activity for the network
- Service meetings of the Imperial 600 Operations Group and the Imperial 600 Steering Group (preparing agendas, circulating information and producing written notes/actions)
- Ensure the network Co-chairs are held accountable by challenging decisions to ensure they are consistent with the network's objectives

### Exhibition Road Coordinator

Nominated by the chair and agreed by the steering group for a period of three years.

### Responsibilities

- Liaise with the network chairs at organisations which are members of the Exhibition Road Group (currently The Natural History Museum, The Science Museum and The V&A)
- Approve requests to join the Exhibition Road Facebook Group (shared with Social Media Coordinator)
- With the Exhibition Road Group, organise at least two social events per year
- Ensure the Exhibition Road Group remains sustainable by encouraging participation from existing member organisations and/or recruiting new member organisations from the local area

## Pride Coordinator

Nominated by the chair and agreed by the steering group for a period of three years.

### Responsibilities

- Coordinate the end-to-end process of the College's participation in Pride including:
  - Submitting the application and, if approved, coordinating the sign-up process
  - Seeking quotes from relevant suppliers and developing a budget
  - Commissioning an external designer for the design of materials required for Pride e.g. t-shirts, banners
  - Liaising with the Staff Networks Coordinator in the Equality, Diversity and Inclusion Centre to purchase relevant items
  - Working with the Social Media Coordinator and the College Internal Communications Team to develop a communications strategy
  - Reviewing the College's participation in Pride each year as a process of continued improvement

## LGBT History Month Coordinator

Nominated by the chair and agreed by the steering group for a period of three years.

### Responsibilities

- Coordinate the end-to-end process of the College's acknowledgement of LGBT History Month including:
  - Developing a proposal for how the network and College should acknowledge LGBT History Month
  - Working with relevant people to organise activity either internally or externally (e.g. through LUKI or the Exhibition Road Group)
  - Working with the Social Media Coordinator and the College Internal Communications Team to develop a communications strategy
  - Reviewing activities for LGBT History Month each year as a process of continued improvement

## Stonewall Workplace Equality Index Coordinator

Nominated by the chair and agreed by the steering group for a period of three years.

### Responsibilities

- Liaising with the Quality, Diversity and Inclusion Centre and the Associate Provost (Equality, Diversity and Inclusion) regarding the College's annual submission to the Stonewall Workplace Equality Index (WEI)
- Drafting, proof reading and/or editing sections of the WEI submission
- Coordinating activity related to specific objectives regarding the College's WEI submission
- Liaising with Stonewall and other organisations to identify best practice in improving equality, diversity and inclusion
- Taking a lead role in the annual review of the College's submission

## Social Media and Website Coordinator

Nominated by the chair and agreed by the steering group for a period of three years.

### Responsibilities

- Develop and implement a web and social media strategy for the network
- Maintain the networks web and social media presence through regular updates
- Work with other members of Imperial 600 to develop web and social media content for specific events and activities
- Approve requests to join the Exhibition Road Facebook Group (shared with Exhibition Road Coordinator)

## Allies Programme Coordinator

Nominated by the chair and agreed by the steering group for a period of three years.

### Responsibilities

- Coordinate the development of a structured Allies Programme at Imperial College London including:
  - Researching best practice
  - Developing a proposal and identifying resource requirements
  - Implementing a programme
  - Developing a communications and marketing strategy

## Reverse Mentoring Coordinator

Nominated by the chair and agreed by the steering group for a period of three years.

### Responsibilities

- Coordinate the development of a structured Reverse Mentoring Programme at Imperial College London including:
  - Researching best practice
  - Developing a proposal and identifying resource requirements
  - Implementing a programme
  - Developing a communications and marketing strategy