



CUBO EXECUTIVE COMMITTEE CHAIR FOR EDI

Job Description

Job Role: Equality, Diversity & Inclusion (EDI) Lead

Organisation: CUBO (College and University Business Officers)

Type: Executive Committee Role (approx. 6–8 hours/month)

Term: Initial 3-year Term

Salary: Voluntary with reasonable expenses paid for attending meetings and events

Reports to: CUBO Chair and Executive Committee

Works with: CUBO Executive Director

About CUBO

CUBO is the professional association for campus and commercial services professionals, with 127 institutional members in the UK, Ireland and South Africa, over 2300 individual members and over 50 corporate partners. We are a special interest organisation (SIO) of Professional Higher Education Services (PHES) Ltd, which also includes ACOP, AUDE, BUFDG, HESPA, UHR, CHEIA and AULP. The PHES Board of Directors carry out the formal company director duties once on behalf of all SIOs. There is also a shared central staff for HR, IT and finance. Each SIO runs itself within a PHES governance framework, appointing an Executive Committee from among its members (mainly), which is fully responsible for the strategic development and operational oversight of the SIO.

Introduction

Equality, diversity and inclusion sit at the heart of a thriving, forward-looking higher education sector. CUBO is committed to championing inclusive campus and commercial services that reflect the diversity of the communities we serve and create environments where everyone can contribute and succeed.

The EDI Lead plays a pivotal role in shaping and embedding this commitment across CUBO's governance, activities, events and member engagement. Working closely with the Executive Committee and staff team, the postholder will help ensure that EDI considerations are integral to decision-making, strategy and culture, and that CUBO continues to meet its responsibilities as a representative membership body.

This role offers a meaningful opportunity to influence sector-wide practice, contribute at Board level, and support the development of an inclusive professional community across higher education.

Key Responsibilities

Leadership & Strategy

- Lead the development and ongoing review of CUBO's EDI strategy, aligning it with CUBO's mission and values.
- Champion equality, diversity and inclusion across all CUBO activities, ensuring EDI principles are embedded into governance, events, communications and partnerships.
- Keep abreast of sector developments, legislation and best practice in EDI, sharing insight and guidance with the Executive Committee.
- Act as an advocate for underrepresented voices within the CUBO community, encouraging inclusive participation and engagement.

Policy, Practice & Guidance

- Support the development, review and implementation of EDI-related policies, frameworks and guidance.
- Advise the Executive Committee and staff team on EDI considerations in strategic decisions, programmes and initiatives.
- Use data, feedback and member insight to identify priorities, risks and opportunities related to inclusion and accessibility.

Engagement & Collaboration

- Chair or lead an EDI working group or advisory forum, as appropriate, to engage members and shape activity.
- Work collaboratively with other PHES SIOs (e.g. ACOP, AUDE, BUFDG, UHR) to share learning and promote consistent sector-wide approaches.
- Contribute to CUBO conferences, events and communications by promoting inclusive practice and, where appropriate, participating in panels or sessions.

Governance & Reporting

- Contribute to effective governance as a member of the CUBO Executive Committee.
- Attend four Executive Committee meetings per year (two in person, two online) and participate in additional strategy sessions where required.
- Work with the Executive Director to monitor progress against EDI objectives and report on impact, risks and recommendations.

Support and Commitment

The role is supported at strategic level by the CUBO Chair and Executive Committee and operationally by the CUBO staff team:

- Executive Director
- Operations Manager
- Communications Officer
- Admin Officer
- Events Officer

Employer support is essential to allow time for meeting attendance, preparation, and engagement with CUBO activity.

Person Specification

Essential:

- A senior or influential role within campus or commercial services, or a related higher education function.
- Strong commitment to equality, diversity and inclusion, with a clear understanding of its relevance to higher education.
- Experience of influencing strategy, policy or organisational culture.
- Ability to work collaboratively and constructively at Board or committee level.
- Confidence in chairing discussions, providing challenge, and contributing independent judgement.
- Understanding of key EDI challenges and opportunities within the sector.
- Commitment to the values, mission and reputation of CUBO.

Desirable:

- Experience of leading or supporting EDI initiatives or networks.
- Familiarity with governance frameworks and advisory roles.
- Experience of working across organisational or sector boundaries.

Time Commitment

- Approx. 6-8 hours per month
- Attendance at Executive Committee meetings – 2 in person and 2 online and occasional additional strategy days
- Attendance at CUBO's Summer and Winter conferences encouraged (delegate costs covered by the institution; additional Executive-related expenses covered by CUBO where necessary)

Why join us?

- Influence the strategic direction of EDI within CUBO and the wider sector
- Help shape inclusive practice across campus and commercial services
- Develop Board-level experience and expand your professional network
- Contribute to a fairer, more inclusive professional community in higher education

How to apply:

Please complete application form and return to Melissa Browne by Friday 29th May 2026