

SAINSBURY CENTRE

Executive Assistant to Executive Director Sainsbury Centre

SC4741

CANDIDATE BROCHURE
sainsburycentre.ac.uk

UEA University of
East Anglia



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WELCOME FROM THE EXECUTIVE DIRECTOR, JAGO COOPER

The Sainsbury Centre strives to foster an enjoyable working culture that is friendly, inclusive and tolerant. I believe it is only by creating a positive working environment and collaborative approach between everyone working here, that we can create the right welcome for more than one hundred thousand visitors every year.

In joining us you will become part of a creative cultural organisation that is at the forefront of museum innovation and public engagement. Our central aim is to bring the fantastic collections to life and empower them to intrigue, inform and inspire our diverse public audience. With around fifty full-time staff and another fifty part-time/ volunteer staff we are all working hard to achieve our collective ambitions. Please reach out to the Sainsbury Centre contact listed on this page should you have any further questions or queries.

I look forward to hopefully working with you in the future.

Best wishes,

Dr Jago Cooper



For an informal discussion about the post please contact Rachel Hoxley-Carr, Executive Officer and Manager of the Directorate via R.Carr@uea.ac.uk.



THE SAINSBURY CENTRE

The Sainsbury Centre is a genre-defying art museum with world-class collections and a unique perspective in how art can foster cultural dialogue and exchange. It is an institution that has always broken the rules to empower art and people.

Sir Norman Foster's revolutionary design in 1978 created a new choreography for the visitor experience of art with the building's then entirely unique design taking art 'off the wall' and into a collective living area. It was one of the first museums to display art from all around the world on an equal platform trying to create an open dialogue across time and space. In the 21st Century it continues to break boundaries with how the power of humanity is encapsulated and communicated to anyone who comes to visit. The Sainsbury Centre is an institution that transcends traditional barriers between Art, Architecture, Archaeology and Anthropology and focuses on shared questions within which the material manifestations of human creativity are given voice to answer. Great art is in the ability of a work to 'speak' to a visitor no matter what time period, culture, art school, or artistic genre it comes from. These incredible collections are in active conversation that creates an inclusive representation of perspectives from across the world.

The collections build upon the inspiration of the original collectors Robert and Lisa Sainsbury who never followed a traditional model of art collection. They were universal in interest and global in ambition. Always seeking out works of art that emotionally connected with them. They sponsored comparatively unknown artists to grow the careers of some of the greatest artists of the 20th Century. They acquired works considered by the establishment at the time as degenerate or tat, which are now considered some of the most important art works in the world. This approach to acquisition is one that has kept the Sainsbury Centre at the forefront of the art world often displaying international and young artists for the first time

before they go on to create hugely successful careers. The unique reputation, egalitarian principles and committed social engagement is what continues to attract talent and exciting new acquisitions to join the world-class collection of the Sainsbury Centre.

Located to overlook 20 acres of open parkland on the edge of The University of East Anglia (UEA) campus, the Sainsbury Centre was created a decade after UEA was founded in the 1960s with a mission to 'Do Different'. A place designed to capture the radical social change of the times and educate the next generation of thinkers, doers and leaders for a transformed globalizing world. This is why UEA is the perfect home for an art museum created to make the idea of 'doing different' real for the art world. The founders wanted a new home for art that broke down barriers of access and impact. UEA and the Sainsbury Centre are not afraid to pop the bubble of the establishment and create new approaches to knowledge with an open door to all who come to enjoy the mission.

THE ROLE

The Sainsbury Centre is a world-class art museum with a unique perspective on how art can foster cultural dialogue and exchange. Following a radical relaunch in 2023 the Sainsbury Centre is the first museum in the world to formally recognise the living lifeforce of art, enabling people to build relationships across an arts landscape. As Executive Assistant to the Executive Director of the Sainsbury Centre (SC) you will be an integral part of the Directorate of the organisation during this exciting time of renewal following the relaunch. Your role will be essential in providing support and council to the Executive Director during the ongoing running of a world leading art museum.

WHAT WE ARE LOOKING FOR

- Provide comprehensive high-level executive support to the Executive Director exercising confidentiality, advice, tact, and diplomacy, supported by an understanding of the strategic narrative and priorities of the Centre.
- Proactively organise the Executive Director's schedule and assist in running the day-to-day activities of their schedule, overseeing the inbox, minutes of meetings, organising team meetings, reports and papers, travel arrangements, meeting preparation and proof-reading.
- **Stand in for the Executive Officer & Manager of the Directorate (EOMD)** in their absence and be competent in issuing the Governance and Board papers including responsibility for managing the day-to-day operations of the administrative team and the administrative functions of the Sainsbury Centre. They are the first point of contact for stakeholders of the Sainsbury Centre and as such, manage the relationships of key stakeholders within the gallery and art museum sector, including building relationships with high-net-worth individuals, industry influencers and donors. The EA will be required to have an understanding of the art museum sector and will be able to organise and manage situations across the Centre on a daily basis

when they are deputizing for the EOMD as they arise. The role holder will be required to ensure all operating systems and procedures are clearly communicated, embedded, and applied consistently and transparently in line with UEA policies and procedures. They will provide a high standard of administrative support to the Executive Director of the Sainsbury Centre and cover for the wider Senior Management team. They will oversee governance and administrative arrangement for the Board of Trustees.

In addition, the EA may have to undertake responsibility for specific projects within the Sainsbury Centre taking forward all activities to ensure completion.

MAIN DUTIES AND RESPONSIBILITIES

PROJECT MANAGEMENT

- To take forward specific projects initiated by the Executive Director within the Centre, ensuring that deliverables are achieved.
- To undertake research to support the work of the Executive Director of Sainsbury Centre in developing new ideas and activity.
- To provide support, feedback and advice for new project proposals.
- To produce reports, helping to interpret data using software such as Excel to compile, represent and analyse data.
- To draft correspondence on behalf of the Executive Director.
- To present data and findings in a user-friendly format for easy interpretation.
- To draft reports and documents, business cases and plans.
- Working alongside the relevant managers within the Directorate office to ensure that the Sainsbury Centre achieves the planned vision and strategy.

THE ROLE (CONTINUED)

MANAGEMENT OF GOVERNANCE AND ADMINISTRATIVE ARRANGEMENT FOR THE BOARD OF TRUSTEES

- To assist the Executive Officer and Manager of the Directorate to manage all aspects of governance and administrative arrangements for the SC Board Members
- To assist the Executive Officer and Manager of the Directorate to support the Executive Director at board meetings, having a full understanding of the agenda and issues discussed
- To assist the Executive Officer and Manager of the Directorate to give expert advice and guidance to the board members on all corporate governance issues
- To assist the Executive Officer and Manager of the Directorate to maintain oversight of decisions and action points for board members and to ensure that deliverables are on target, flagging any concerns and supporting to resolve any issues.

THE PERSON

EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Educated to degree level or hold an equivalent qualification or have gained equivalent experience (E)
- Demonstrable experience in a senior Executive Assistant role in a pressurised environment (E)
- Proven ability to utilise influencing skills across a broad range of stakeholders to ensure positive outcomes (E)
- Arts, museum or other cultural or creative sector work experience (D)
- Experience in Human Resource Management (D)
- Spreadsheet and database experience (D)

SKILLS AND KNOWLEDGE

- Excellent written and oral communication skills with the ability to communicate effectively with internal and external contacts in-person, via telephone and in writing (including e-mail) with individuals from a variety of backgrounds, culture and nationalities (E)
- Excellent administrative skills including minute-taking skills (E)

- Advanced user of Microsoft Office packages (E)
- Proactive anticipation of needs – demonstrate the ability to foresee problems and prevent them by pre-emptive action (E)
- Able to monitor, prioritise and respond to large volumes of email correspondence (E)
- Proven ability to manage their own work programme to meet multiple priorities/expectations (E)
- Able and willing to balance short-term deadlines and longer-term goals (E)
- Interest in, understanding of and sympathy with the objectives of public sector arts/cultural/education organisations (E)
- A second European language (D)
- Strong interest in world art and contemporary arts practice (D)
- Knowledge of UEA (D)
- Numeracy and understanding of budgets (D)
- Demonstrate an awareness of fundamental principles of the Centre (D)

PERSONAL ATTRIBUTES

- Self-motivated and able to work effectively both independently without close supervision and as part of a team (E)
- Ability to produce grammatically accurate e-mails, letters and memoranda (E)
- Ability to multi-task with rolling, and tight, deadlines and prioritise effectively (E)
- Exhibit sound judgement and the ability to make reasonable decisions in the absence of direction (E)
- Ability to handle sensitive and confidential information appropriately (E)
- Outstanding and proven interpersonal and organisational skills (E)
- Excellent time management skills (E)
- Accuracy and attention to detail in all work (E)
- Ability to work constructively and calmly under intermittent pressure (E)

THE PERSON (CONTINUED)

- Ability to work sensitively with different people's needs (E)
- Flexible approach to work tasks (E)
- Willingness to undertake further training and apply skills learnt (E)
- Ability to exercise empathy and/or assertiveness when situations demand (D)

SPECIAL CIRCUMSTANCES

- Occasional additional hours may be required during peak periods (E)
- With the Executive Officer, oversee and manage the work of the Directorate office (E)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

This post is available from 5 November 2024 onwards on a full-time, fixed term basis for up to 12 months to cover for the absence of the post holder on maternity leave. The appointment will be terminated (with four weeks' notice) at the end of the week immediately preceding the return of the post holder from maternity leave.

Salary will be £26,038 to £29,659 per annum, on Grade 5 on the single salary spine.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Group Personal Pension and there is an annual holiday entitlement of 20 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk>

The closing date for this role is 11:59pm on **Monday 21 October 2024**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that interviews will take place the week commencing **Friday 1 November 2024** and we will inform you of the outcome of your application prior to this date.

Candidates should note that travel and incidental expenses incurred in attending an in-person interview will not be reimbursed.

RADICAL AMBITION

Sir Robert and Lady Sainsbury loved art and during their lives created one of the most sought after yet non-conformist art collections in the world. They believed in the power of art to connect people across time and space. They said that a person's relationship with a work of art was more akin to the relationship with another person than with an inanimate object. They believed so deeply in the power of art to change society they decided in 1973 to donate their collection to help shape and influence the next generation of thinkers and leaders. 2023 is the fiftieth anniversary of this mission to enable art to empower people and timely for a reinvigation of their vision and radical ambition.

ROLE OF THE CENTRE

The Sainsbury Centre staff has an enormous responsibility to not only care for the collection but also create imaginative ways to foster that relationship between art and people, between idea and imagination, between the physical and the emotional. The role of the Centre has always been to allow people to spend quality time with some of the most remarkable works of art ever created in an environment that fosters intimacy and a personal relationship. A place that is happy to break rules to enable works of art to intrigue, inform and inspire. This required designing an entirely new museum 'taking art off the walls' and creating a museum environment like a living room bringing art into people's lives in the 1970s. Fifty years on we now have an amazing opportunity to capitalise on the opportunities of revolutions in technology and communication to capture the essence of these founding principles and re-invent them for the 21st Century.



VISION

In 2023 the Sainsbury Centre relaunched itself with a new Living Art Sharing Stories vision and became the first museum in the world to understand art as living entities. This new understanding of the role art can play in society includes a new approach to exhibition programming that attempts to help visitors engage with some of the fundamental societal challenges we all face. We now plan our future around six-month seasons which each attempt to answer a single question of pressing interest to anyone in the world. This new approach extends across the whole arts landscape of the Sainsbury Centre with an interconnected series of exhibitions, interventions, collection displays, artist residencies and public programme to engage people with:

Autumn 2023: How do we adapt in a transforming world?

Addressing the urgent issues of climate crisis and environmental pollution, this season aims to raise awareness and cultivate a greater sensitivity to our surrounding environment and its ecologies.

Spring 2024: What is truth?

How do we understand what is true? What does truth mean to different people? How do we know our true self? Exploring all facets of truth, this season will have a particular focus on image and representation.

Autumn 2024: Why do we take drugs?

This season explores why we take intoxicants – including for spiritual, medicinal, and recreational use – and why and how they are accepted in some cultures and not others.

Spring 2025: How do we resuscitate a dying sea?

Exploring humanity's relationship to the sea, this season looks at how we live alongside the sea in coastal communities, how we have a bodily relationship to the sea, or how the sea has been used in constructing a global society.

Autumn 2025: Why do humans still kill each other?

This season explores the circumstances in which people are led to kill and notable moments from history that have seen murder.

Spring 2026: What is the meaning of life?

Taking the age-old question of the meaning of life, this season asks how do we live a meaningful life? It will examine the structures that cause us to live by societal rules that see us following established roles or lifestyles.



WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Our Professors Corinne Le Quere, Rachel Warren and Robert Nicholls were recipients of Nobel Peace Prize (2007), awarded to Al Gore and the Intergovernmental Panel for Climate Change (IPCC) in recognition of efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive Rates of Pay



20 Days Holiday



14 Additional Statutory and Customary days



Contributory Pension



Staff Development



Sportspark Discount



Research Support



Health and Wellbeing



Library



Campus Facilities



Care Leave Policies



Sainsbury Centre for Visual Arts



Ofsted Outstanding Nursery



And much more!

Further information can be found on our [Staff Benefits page](#).

OUR VALUES

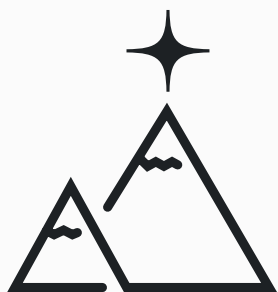
Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT



OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



LOCATION

Some cities you've heard of, others you have to discover.

Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 30 (The Times/Sunday Times 2024, Guardian University Guide 2023 and Complete University Guide 2023) and the World Top 50 (Times Higher Education Impact Rankings 2023), where it ranks in the World Top 100 for research citations (Times Higher Education World University Rankings 2023), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

