

**ACTION FOR RACE  
EQUALITY**

# Job Pack

All you need to know about working at  
Action for Race Equality.



Find us: [www.actionforraceequality.org.uk](http://www.actionforraceequality.org.uk)



# Introduction

We are delighted you are considering applying for a role at Action for Race Equality (ARE).

We are a small, dedicated team who work with volunteers, consultants and partners to deliver a wide range of programmes which align to our mission. We are looking for an enthusiastic person to join our team; someone committed to tackling race inequalities and who wants to work with diverse people to make a difference.

This information pack contains important information about ARE and the specific role you will be applying for. **Please read it carefully.**



# About Action for Race Equality

ARE is a national race equality charity and we have been influencing policy and running programmes since 1991.

**Our mission:** To end race inequality.

**How we work:** ARE champions equity, inclusion and challenges racism. We work collaboratively to support, empower and inspire young people and strengthen civil society organisations that support them. We use our national voice to influence race equity in education, employment, enterprise and the criminal justice system.

**Our values:**

## Responsive

We listen, we observe, we learn and if we need to change what we do and how we do it, we will.

## Inclusive

We engage across communities, sectors and generations, listening and responding, respecting diverse views, issues and needs.

## Collaborative

We work with partners and stakeholders to strengthen our intersectional approach.

## Leading by practice

We are anti-racist and lead by example. We believe in and deliver projects and activities based on an anti-racist and anti-discrimination agenda.



**“Every role at ARE is critical to our mission to end race inequality, including this role. ARE is an inclusive employer and keen to attract diverse talent”.**

Jeremy Crook OBE, ARE Chief Executive

Championing race equality since 1991

# Role Description

## Grant and Programme Manager

### Windrush Justice Programme and Global Majority Fund

Salary range:	£40-45,000 per annum
Pension:	Employer pension contribution 8%
Annual leave:	28 days a year, plus England bank holidays
Hours:	35 hours per week
Location:	Hybrid: 3 days in Kings Cross office and 2 days working from home.
Duration:	12 months fixed term
Reports to:	ARE Deputy Chief Executive

## About ARE

ARE is a national race equality charity and our mission is to end race inequality. We champion equity, inclusion and challenge racism. We work collaboratively to support, empower and inspire young people and strengthen civil society organisations that support them. We use our national voice to influence race equity in education, employment, enterprise and the criminal justice system.

We are a dedicated team who work with volunteers, consultants and partners to deliver a range of programmes which align with our mission. We are looking for an enthusiastic person to join our team; you will be committed to tackling race inequalities and who wants to work with like-minded people to make a difference.

### Background to the Windrush Justice Programme

In June 2020 Paul Hamlyn Foundation commissioned Windrush lawyer and campaigner Jacqueline McKenzie to undertake research to explore the landscape for grassroots organisations working on the implications of the Windrush scandal.

The report 'Assessing and Building the Capacity of Grassroots Community Groups to Respond to the Windrush Scandal' was completed in December 2021. It is based on interviews with 16 grassroots groups working on Windrush issues, and a series of discussions with other campaigners, activists and lawyers.

There were a number of recommendations within this report which are being taken forward within the Windrush Justice Programme, including the funding of grassroots organisations providing advocacy.

# Job Description

## Comic Relief Global Majority Fund (GMF)

Comic Relief along with other funders, started the Global Majority Fund in 2020 as a response to the need to address inequalities within Global Majority communities, who were disproportionately affected by Covid-19. Funding 20 organisations across two phases, Comic Relief committed to continue the work to fund small organisations via Intermediary funding partners with Phase 3 which began in 2022. Intermediary partners were funded to work on strengthening their organisations and will now be onward granting funds across the next 12 months.

## Key tasks and responsibilities:

ARE is now looking for a talented and experienced Grants and Programme Manager to manage the funding, recipients of the grants, consultants and all other key stakeholders to ensure this programme is delivered successfully.

This is a busy, “hands on” role that involves detailed operational work along with sensitive stakeholder management. The post-holder will report directly to ARE’s Deputy Chief Executive to whom they are accountable for all aspects of their work.

The postholder is responsible for managing the funding received by ARE for the Windrush Justice Programme and the Global Majority Fund.

### Programme Management

- To manage the day to day running of both programmes to ensure all delivery is on track.
- To liaise with all funders across both programmes (and for GMF the Fund Reference Group) and ensure the outputs and outcomes for each of these funding grants are being met.
- Review project budget on a monthly basis and take any corrective action required in the event of projected over or under spend
- To complete any reporting (quarterly, annual etc) that funders require.
- To provide reports to ARE Chief Executive and Board as required.

### Grant Management

- To ensure the successful running of all grant funding rounds, liaising with an Independent Advisory Panel to ensure total impartiality in how funding is allocated.
- Ensure all necessary due diligence checks are completed.
- Manage grant recipients to ensure all grants are distributed in a timely way.
- Monitor grants and provide grant management support to organisations.

# Job Description

## **Organisational Development of organisations**

- Allocate selected and vetted consultants to all organisations on the programme.
- Track and manage consultancy support to ensure successful outcomes for this element of the programme

## **Other stakeholder management**

- Work closely with Windrush Policy Lead /ARE's Policy team to ensure policy asks from funded groups are heard by policy makers
- Work closely with external advisors linked to this programme
- Liaise confidently, articulately and persuasively with people at all levels of an organisation, both internally and externally.

## **Communications**

- Work with ARE Communications Lead to produce regular content for website pages for the programme.
- Work with the ARE Communications Lead to ensure any messages produced for this programme are used by funders, grant recipients and others – ensuring consistent communications and messages across all key stakeholders.

## **Other**

- To undertake any other relevant tasks in relation to the work of the MoU programme as requested by the Deputy Chief Executive and the Chief Executive.

## **Confidentiality**

All employees must respect at all times the confidentiality of the organisation both internally and externally.

# Person specification

The successful candidate will have excellent programme management skills, including grant making programmes, plus experience line-managing staff and working with external stakeholders.

It is desirable for the postholder to understand the issues of the Windrush Scandal and be aware of the main issues connected to this. The postholder will be actively interested in confronting racial inequalities and working with funders and grassroots organisations to support those impacted by these inequalities.

## **Experience:**

- Experience in project and programme management of complex programmes.
- Experience of stakeholder management including small Black, Asian and minority ethnic grassroots organisations, funders, partner organisations, consultants delivering organisational development and others as deemed appropriate.
- Experience of managing grants programmes including assessment, allocation and management of grants including monitoring and evaluation of this process.

## **Qualifications:**

- Hold a minimum of a degree or equivalent.

## **Skills:**

- Excellent planning and organising skills, with the ability to successfully multitask across two programmes and meet deadlines.
- Excellent communication, relationship building and interpersonal skills.
- Ability to manage key stakeholders including and manage their expectations of the programme,
- Ability to adapt quickly and respond to changing circumstances and deadlines.
- Responsible independence: ability to use own initiative whilst knowing when to seek advice.
- Strong IT skills including use of Office 365, Teams email, calendar, word excel and PowerPoint skills are essential
- An individual with a 'self-starter' mentality, good written and presentation skills, and a passion for race equality.
- A willingness to work flexibly to meet the needs of a small organisation.

## **Knowledge:**

- Knowledge of and an interest in race equality, including an awareness of Windrush Scandal and the 'hostile immigration' policy.
- Awareness of the diverse role Black, Asian and minority ethnic voluntary organisations and mainstream providers can play in improving outcomes for our communities
- Commitment to the vision, mission and values of Action for Race Equality.

# Being part of the Team

## At ARE we want people to grow and succeed

Alongside our values, we expect everyone to display the behaviours needed to contribute to our vision and purpose. In return we seek to offer an inclusive, rewarding, and collaborative environment and several benefits.

## Stay and grow

- 28 days annual leave, plus 8 bank holidays per year (pro rata)
- Mid and annual performance review with development plans
- 8% Employer pension contribution scheme
- Annual individual Continuing Professional Development budget
- Monthly all-staff training and learning sessions
- Manage your attendance, expenses and development via easy to use online Bright HR system and app

## Keeping healthy

- Employees assistance programme
- Mental health and wellbeing support including a trained mental health first aider within the Team
- Glasses eye test cost reimbursed
- Working from home equipment budget to work safely
- Office closure between Christmas and New Year
- Discounts for services and products via Bright HR system

## Great environment

- Hybrid working 50% of working week
- Team building sessions throughout the year
- Opportunity to engage with Board of Trustees





# How to apply

To apply for this post, download the [application form](#)  
Please ensure you also complete our [Recruitment Diversity Monitoring Form](#)

## Recruitment timetable

### Deadline for applications

11.59pm Sunday 7th July

### Interviews to be held on

TBC

### Decision made by

Wednesday 24th July

*We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.*

For any questions or to arrange an informal chat about this role, email Indra Nauth, ARE Deputy Chief Executive at [Indra@actionforraceequality.org.uk](mailto:Indra@actionforraceequality.org.uk).

## Equal opportunities matter

Action for Race Equality is committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in policy making and research and we're committed to doing what we can to improve this. We are particularly keen to receive applications from Black, Asian and minority ethnic people; people with disabilities and people who identify as being LGBTQ+. We guarantee to interview all disabled applicants who meet the Person Specification criteria for the vacancy. We make use of positive action to select between candidates of equal merit as a way to address under-representation in our workforce.

We are also aware that many highly capable prospective candidates nonetheless rule themselves out of work in policy development because they underestimate their own ability to do the role. With this in mind, we strongly encourage applications from anyone who is prepared to learn and grow on the job and would like to stress that past experience of working in think tanks is not required.

*"We are a dynamic organisation committed to ending racism"*  
Seema Manchanda, Chair of Trustees



If you would like to discuss your application, or have any queries about our work, please contact [hello@actionforraceequality.org.uk](mailto:hello@actionforraceequality.org.uk).

We look forward to hearing from you.

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