

**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

## Programme Support Officer

Salary range:	£24,000 - 25,000 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:	2 year fixed-term contract
Reports to:	ARE Programme Director

## About ARE

This is an excellent opportunity to work for a valued national charity. Action for Race Equality (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.

As ARE continues to grow, we now need an individual to join ARE and provide support to a range of programmes across the charity. We are seeking to attract a talented and enthusiastic 'can do' individual that is passionate about helping to improve life opportunities for young people from Black, Asian and mixed heritage backgrounds.

The role requires proficient IT skills – proven experience of using Office 365 including Outlook, Calendar, Word, Excel and PowerPoint. Use of MS Teams would be ideal. Ultimately being quick to learn, proactive and with a desire to add value are the key requirements of the role. You will be a team player who supports the values of our organisation and is committed to our overall aims.

# Job Description

## Key tasks and responsibilities:

- To support Programmes across ARE including:
  - booking rooms for meetings
  - sending out calendar invites for meetings, events, workshops and webinars
  - supporting during online meetings (managing chat function etc).
- Where required, attend programme meetings and producing meeting papers (agenda, Chair's notes, meeting minutes).
- Support ARE with events: setting events up on booking sites, sending and tracking invitations, helping produce event documents, supporting at events with registration, refreshments and other tasks.
- Develop and keep up to date ARE's project databases (using excel or other systems).
- Executing e-mailings and postal mailings where required.
- To support with other administrative tasks with ARE where required
- Support with producing marketing assets on Canva

## Other

- Collaborate with other ARE colleagues on projects where appropriate and contribute to the development of ARE as an organisation overall.
- Help to identify and support your own continual professional development and cooperate with performance appraisals.
- Adhere to and implement policies, including Equity, Diversity and Inclusion and health and safety.
- Undertake any roles or tasks that are consistent with the level of this post or that fall within the scope of the role thereby ensuring that the overall business and operational priorities of ARE are delivered in a timely and effective manner.

## Confidentiality

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

# Person specification

The successful candidate will have demonstrable experience of providing administrative support to projects and programmes.

## **Experience:**

- Experience of working in a busy office environment within project teams and administrative systems
- Experience of delivering objectives and targets to timescales
- Proven ability to manage and process information.
- Commitment to race equality and diversity

## **Qualifications:**

- Level 3 (e.g. A levels) or above

## **Skills:**

- Ability to prioritise, plan and manage workload and deliver to tight deadlines.
- Demonstrate good database management skills.
- Work accurately and pay attention to detail.
- Evidence good interpersonal skills, be courteous and tactful.
- Demonstrate excellent written and verbal communication skills.
- Demonstrate sound competence in the use of standard office 365 software with skills in Word, Excel, PowerPoint, and other packages.

## **Knowledge:**

- Knowledge of systemic issues facing children and young people aged 10-30 from Black, Asian and mixed heritage backgrounds.

## **Personal qualities:**

- Ability to work on own initiative and as part of a team.
- Pro-active approach and skill in creative problem solving.
- Flexible and adaptable with a can-do attitude.

# 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 England 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 your 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

Sunday 11th August at 11.59pm

### Interviews to be held

Week commencing 19th August

### Decision made by

Friday 30th August

*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.

**ACTION FOR RACE  
EQUALITY**

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