

Job Pack

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



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

UPLIFT Programme Manager

Salary range:	£40,000 (pro rota 3 days per week)
Pension:	Employer pension contribution 8%
Annual leave:	28 days a year, plus England bank holidays (pro rata)
Hours:	21 hours per week
Location:	Hybrid - 1 day a week in Kings Cross office/2 days working from home working
Duration:	3 years fixed term (potential to extend)
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 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 tackling race inequalities and who wants to work with likeminded people to make a difference.

Basis of Contract

City Bridge Foundation (CBF) Anchor Programme

ARE successfully applied to CBF's groundbreaking 10-year Anchor programme. Our programme is called UPLIFT and will strengthen 300 Black, Asian and Mixed heritage led organisations over the next decade through organisation development and policy development at the local and regional level. ARE is committed to learning lessons and impact measuring our programmes.

Confidentiality

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

Supported by City Bridge Foundation, the funding arm of The City of London Corporation's charity, Bridge House Estates (1035628).

Job Description

Key tasks and responsibilities:

The UPLIFT Programme Manager needs a talented and experienced programme leader to manage the organisation development and leadership support, work closely with the ARE's policy and comms teams; manage the team of 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 stakeholder management. The postholder is responsible for managing the funding received by ARE for the UPLIFT Programme.

Project Management

- To manage the day to day running of the programme to ensure all delivery is on track.
- Work with external evaluators to ensure internal and external reflections and learning
- To liaise with CBF and ensure the outputs and outcomes are being met
- Review project budget monthly and take any corrective action required in the event of projected over or underspend.
- To complete any reporting (quarterly, annual etc) that ARE and funders require.

Organisational and Leadership development of organisations

- Allocate selected and vetted consultants to all organisations on the programme.
- To facilitate the leadership development component of the programme
- Track and manage consultancy support to ensure successful outcomes for this element of the programme
- Monitor the support provided by consultants.

Other stakeholder management

- Work closely with external providers linked to this programme
- Liaise confidently, articulately and persuasively with people at all levels of an organisation, both internally and externally.

Communications

- To work with ARE comms lead to produce regular content for new secure 'SharePoint' site for the programme and in line with set targets.
- To work with the ARE comms lead to ensure any messages produced for this programme are used by funders, grant recipients and others – ensuring consistent comms and messages across all key stakeholders.
- Work with CBF Comms teams to ensure ARE (UPLIFT) events and materials meet their requirements and expectations.

Other

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

Person specification

The successful candidate will have experience of managing programmes and of working with external stakeholders. They should understand the issues affecting Black, Asian and Mixed heritage sector organisations, particularly in the employability and financial resilience fields. The post holder 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 organisation development or capacity building work within the charity and community sector
- Experience of project and programme management
- Experience of stakeholder management including small Black, Asian and Mixed heritage grassroots organisations, funders, partner organisations, consultants delivering organisational development and others as deemed appropriate.

Qualifications

- Preferably hold a minimum of a degree or equivalent

Knowledge

- Knowledge of and an interest in race equality, including an awareness of the challenges facing Black, Asian and minority ethnic-led voluntary sector organisations .
- 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 support individuals and communities impacted disproportionately in accessing employment opportunities
- Commitment to the vision, mission and values of Action for Race Equality.

Skills

- Excellent planning and organising skills, with the ability to successfully multitask 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 email, calendar, word excel and PowerPoint. Skills using Office 365 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.

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 (for this position one day per week in office)
- 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

Wednesday 14th August

Interviews to be held on

Week commencing 26th 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.

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.

We look forward to hearing from you.

**ACTION FOR RACE
EQUALITY**

www.actionforraceequality.org.uk