

**ACTION FOR RACE
EQUALITY**

Job Pack

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



Find us: 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

Policy and Communications Officer Windrush Justice Programme

Salary range:	£30-35,000 per annum
Pension:	Employer pension contribution 8%
Annual leave:	28 days a year, plus England bank holidays
Hours:	35 hours per week (secondment will be considered)
Location:	Hybrid: 3 days in Kings Cross office and 2 days working from home.
Duration:	2 years fixed term
Reports to:	Policy Lead

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.

About the Windrush Justice Programme

In June 2020 Windrush lawyer and campaigner Jacqueline McKenzie began work to research and explore the landscape for grassroots organisations working on the implications of the Windrush scandal.

The report highlighted how, with little to no resources, the work of grassroots organisations has been remarkable. Their work, particularly their activism, has enabled the issues to be kept in the public domain and has brought pressure to bear on government.

Action for Race Equality's Windrush Justice Programme distributes small grants and provides bespoke organisational development support to grassroots organisations that support people with their applications to the Windrush Schemes.

Job Description

Key tasks and responsibilities:

The Policy and Communications Officer will work with groups on the Windrush Justice programme and key stakeholders to influence policymakers to right the wrongs of the Windrush Scandal.

This is an excellent opportunity to work at the national level for a valued charity with effective links to national, regional and local government, and Windrush advocates. ARE seeks to influence policy makers and help to right the wrongs of the Windrush scandal.

The postholder will have a strong interest in racial justice. We apply an intersectional approach to everything we do. You will work closely with the Windrush Policy Lead and senior leadership team, the grassroots groups and organisations on ARE's Windrush Justice Programme, civil society partners and government officials to develop evidence-based positions and use them to influence government policies at all levels and develop practical solutions to improve outcomes for people affected by the Windrush Scandal.

You will be required to produce quality policy briefings and news updates and organise parliamentary events and roundtables. You will collate information and evidence from groups on our Windrush Justice Programme and convene a policy working group with key stakeholders in collaboration with the ARE team.

Policy

- Support the Windrush Policy Lead to convene a policy working group of key stakeholders and experts from grassroots groups, community lawyers and third sector organisations that are working on Windrush justice.
- Support the Windrush Policy Lead to organise parliamentary events and roundtables and represent ARE at appropriate external meetings.
- Map and build good relationships with ARE stakeholders including the grassroots groups on the Windrush Justice Programme, law centres and Third Sector organisations to ensure their input into ARE's policy development and research.
- Work with ARE colleagues to produce briefings, collate data and share what's happening with the wider Windrush landscape.
- Keep up to date with developments in public policy, legislation, best practice, relevant initiatives, and news on Windrush justice and racial justice.
- Contribute to ARE's responses to relevant government consultations.

Job Description

Communications

- Support the Senior Communications and Engagement Officer to draft press releases, write blogs and create social media content.
- Take ownership of the Windrush Justice Programme extranet site (SharePoint communications), monitoring and updating it in a timely manner with input from the Windrush Policy Lead, WJP team and Senior Communications Officer
- Collate case studies from groups on the Windrush Justice Programme to demonstrate the impact of their work and illustrate the need for policy change.

Professional development

- Help to identify and support your own continual professional development and cooperate with performance appraisals.
- Contribute to the success of ARE by participating in performance management arrangements, fundraising and research proposals and by applying the principles and practices associated with equality in employment, equality in service delivery and health & safety in the workplace.
- 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

Basis of contract

The post is funded by Legal Education Foundation for 2 years.

Person specification

The successful candidate will have experience of policy development and/or social research and be committed to addressing race disparities. They should be comfortable communicating to general and specific audiences and have excellent writing and presentation skills. The post holder will be actively interested in what is happening in government, Windrush justice and be alert to opportunities to work collaboratively with colleagues to advance ARE's mission and values.

Experience:

- Experience of social policy development or social research
- Experience of event and stakeholder management

Qualifications:

- Relevant degree level qualification or equivalent experience gained from working

Skills:

- Good written and oral communication skills
- Experience of policy analysis
- Ability to understand and analyse data
- Ability to work across organisational boundaries and develop constructive relationships with key stakeholders
- Effective interpersonal skills including influence, persuasion, assertiveness, and sensitivity

Knowledge:

- Knowledge of the systemic issues affecting Black, Asian/South East Asian, and Mixed heritage communities
- Awareness of the role of government and various government agencies in shaping policies and programmes affecting Windrush justice

Personal qualities:

- Ability to work on own initiative and as part of a team
- Highly motivated with the ability to motivate others
- Able to prioritise workloads and complete agreed policy outputs
- Pro-active approach and skill in creative problem solving
- Proven IT skills including Microsoft Office 365 particularly word, excel, Teams and Powerpoint

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

Tuesday 27th August at **5pm**

Interviews to be held on

w/c Monday 9th September

Decision made by

w/c Monday 16th September

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: Windrush Policy Lead kimberly@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.

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