

**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

Routes2Success Programme Lead

| | |
|---------------|-----------------------------------------------------------------------------------------------|
| 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 |
| Location: | Hybrid - 3 days a week in Kings Cross office or at sessions across London/2 days home working |
| Duration: | 6 Months to March 2025 (subject to 3 month probation) |
| Reports to: | R2S Programme Manager |

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.

Routes2Success (R2S) Programme

Now in its eleventh year, ARE's flagship ethnic minority role model and mentoring programme, Routes2Success has supported over 600 young people aged 10-24 since its inception. In recent years, R2S has expanded to work in partnership with Communities Empowerment Network, who provide parental support for those who have children at risk of exclusion; Father2Father, and Your Story to increase our capacity to deliver youth services.

We also deliver Race Equality Action Projects (REAPs). These are expert-led social action projects developed and delivered by young people, with the support of expert role models from the R2S programme. They tackle a range of social issues that young people feel are affecting them in their daily lives.

Job Description

Routes2Success now requires a Programme Lead to join our team and organise our work with 30 volunteer role models/mentors who deliver workshops in schools, colleges, prisons and community groups as well as co-ordinate our partnership work. We are looking for a talented and enthusiastic 'can do' individual who is passionate about helping to improve life opportunities for young black males and ethnic minority females aged 10-24.

The post holder will need to be organised, and confident with database management and communicating to key stakeholders.

Key Tasks & Responsibilities

General Delivery

- Lead on the planning and implementation of group and 1-2-1 mentoring sessions with volunteers and organisations
- Support volunteer role models with the facilitation of sessions
- Work closely with the Local Development Officer to ensure there are opportunities for Race Equality Action Projects (REAPs) to take place with existing and new groups of young people
- Executing postal mailings and e-mailings with stakeholders and volunteers
- Maintain an effective and efficient office environment including:
 - Ordering office supplies and keeping a record of suppliers
 - Administration tasks such as photocopying and organising files
 - Attend and take minutes of meetings to be distributed
- Undertake any roles or tasks consistent with the level of this post or that fall within the scope of the role to ensure the overall business and operational priorities of ARE are delivered in a timely and effective manner.

Stakeholder Management

- Coordinate workshops with external stakeholders (org/role models)
- Liaise and coordinate meetings with partner organisations
- Lead on the setting up and execution of quarterly steering groups

Database Management

- Develop and keep up to date all database with contacts including young people and supporting organisations.
- Lead on the collation, inputting and distribution of quantitative and qualitative data from participants and using our database system, Upshot
- Produce performance reports for Line Manager

Communications

- Working closely with ARE's communication team to ensure the programme is effectively communicated to all stakeholders across different channels.
- Work with the R2S team to produce communications to successfully recruit new role models and promote events

Person specification

The successful candidate will have experience of working on programmes involving young people from Black, Asian and ethnic minority backgrounds, and of working with external stakeholders. The postholder will be actively interested in confronting racial inequalities and working with funders and other stakeholders to support those impacted by these inequalities

Experience

Essential:

- Experience of working in a busy office environment and working in project teams
- Experience of delivering objectives and targets to timescales
- Experience of developing productive working relationships with a wide range of individuals/organisations, including the public.
- Experience of designing, setting up and implementing administrative processes and procedures

Desirable:

- Experience of audit and quality assurance processes
- Experience using and managing Content Management Systems such as Wordpress and MS Sharepoint

Qualifications

Essential:

- Educated to 'A' level or equivalent, including GCSE English and Maths at 4/C or above

Desirable:

- Relevant project management qualifications

Skills

Essential:

- Demonstrate good database management skills
- Manage and file paperwork
- Evidence good interpersonal skills, be courteous and tactful
- Develop productive working relationships with a wide range of individuals/organisations
- Good numeracy skills
- Demonstrate excellent written and verbal communication skills
- Ability to prioritise, plan and manage workload and deliver to tight deadlines
- Demonstrate sound competence in the use of MS 365 with skills including Word, Excel, PowerPoint, and other packages. Use of system desirable.

Desirable:

- Proven ability to manage and process information

Person specification (*continued*)

Knowledge

Desirable

Knowledge of systemic issues affecting young people in school including school exclusion and GCSE attainment for particularly Black British/Caribbean boys

Personal Qualities

Essential

Work accurately and pay attention to detail

Be self-motivated and able to work under own initiative and as part of the team

Think logically and clearly, and problem solve

Commitment to race equality and diversity and working with young people

The successful candidate will need to successfully undertake an Enhanced Disclosure Barring Service check prior to employment.

This is a pan-London project so regular travel will be essential.

This post requires occasional evening and weekend work

Basis of contract

The post is part funded by the Greater London Authority until 31st March 2025.

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 if part time)
- 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

Friday 13th September at 5pm

Interviews to be held on

w/c 16th September

Decision made by

Friday 20th 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: R2S Programme Manager Brianna Cyrus brianna@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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