

**ACTION FOR RACE
EQUALITY**

Job Pack

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



Find us: www.actionforraceequality.org.uk



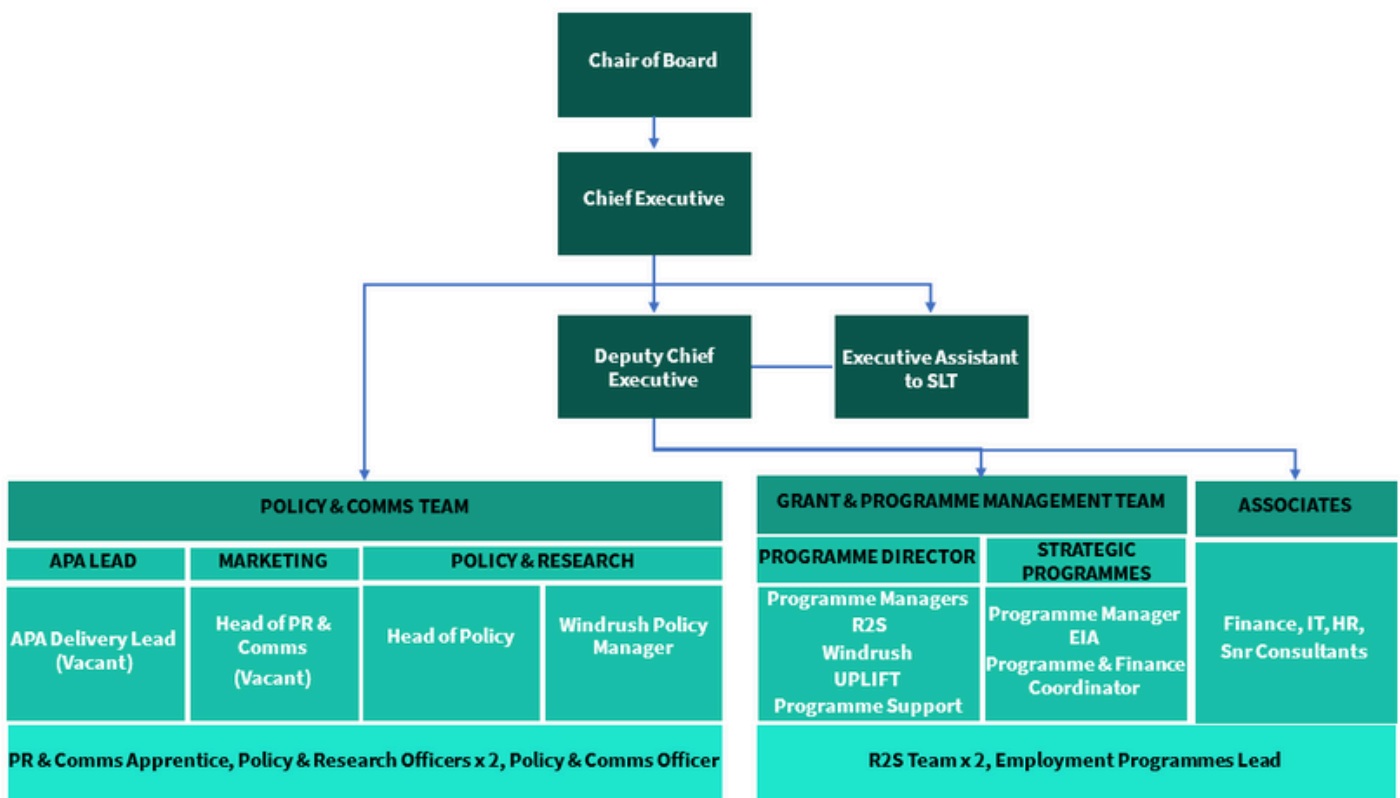
Introduction

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

We are a small, dedicated team working with volunteers, consultants and partners to deliver a wide range of programmes that align with 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.**

ARE ORGANISATION STRUCTURE



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 for Black, Asian and Mixed heritage young people.

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 Director

| | |
|-----------------|---|
| Salary range: | £50k 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 |
| Responsible to: | 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.

About the Programme Director role

As ARE continues to grow, we are seeking a talented individual to lead our programmes and take responsibility for overseeing current programmes with an integral role in fundraising (grants and contracts) for both ARE and ARE Enterprise Ltd. This is an exciting and agile senior role within ARE, an organisation with a strong track record and reputation of delivering high quality programmes.



Job Description

Key tasks and responsibilities:

ARE is now looking for someone who can provide comprehensive and complex programme management skills. This role requires an individual who has direct experience of working across a broad range of funded programmes, particularly with young people and has direct experience in writing successful funding applications.

Robust monitoring and evaluation are key components of the role and you will also help to identify opportunities to influence companies and government. This will include:

- To lead on fundraising activities for ARE, coordinating funding applications and tracking fundraising activities.
- To lead on new programmes as required to ensure programme start-up/initiation phase can take place according to programme plans (e.g. before programme managers are recruited).
- Maintain effective systems for tracking programme deliverables, activity and expenditure.
- Maintain strong relationships with funders, employers and a broad range of other key stakeholders.
- Line manage four members of the ARE staff team.
- Ensure programme teams are working effectively and in line with ARE's systems for programme management, and with ARE's mission and values.
- Manage team resources effectively and work with colleagues to ensure resources are managed effectively across the whole organisation.
- Collaborate with ARE colleagues on projects where appropriate and contribute to the development of ARE as an organisation overall.
- Help to identify and support your own professional development and participate in performance appraisals.
- Adhere to and implement policies, including Safeguarding, 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.

Person specification

Experience:

- Experience in managing small and large-scale, complex projects and programmes.
- Experience in working with funders, third-sector organisations, employers and young people.
- Experience in writing successful funding applications leading to funding secured.
- Experience in line management, managing contractors and multiple stakeholders.

Qualifications:

- Degree level or equivalent including project/programme management training - APMG, PMI, PROSCI, etc.

Skills:

- High level of planning, organisational, time-management and prioritisation skills.
- Ability to maintain systems to plan and organise work, track progress and maintain accurate records.
- Ability to manage and report on programme budgets, programme income and expenditure.
- Good working knowledge of Microsoft 365 and programme management tools including Trello, Microsoft Tasks and Asana etc.) to plan and forecast activity and keep accurate records.
- A high degree of flexibility, with the ability to work both strategically and operationally as the organisation requires.
- Excellent interpersonal and networking skills, able to build positive relationships with a broad range of stakeholders.

Knowledge:

- Knowledge of race equality funding landscape.
- Knowledge of onward granting processes desirable.
- Knowledge of systemic issues facing children and young people aged 10-30 from Black, Asian and Mixed heritage backgrounds.
- The role played by civil society Black and Asian led service providers in strengthening communities and supporting young people.

Personal qualities:

- The ability to manage work and time effectively, including competing priorities your own and others.
- Ability to work on own initiative and as part of a team.
- Proactive approach and skill in creative problem solving.
- Flexible and adaptable with a “can-do” attitude.
- Approachable open manner.

Confidentiality

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

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
- 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 our easy to use online Bright HR system and app

Keeping healthy

- Employee assistance programme
- Mental health and wellbeing support including a trained mental health first aider within the Team
- 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 the 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 28th February, 5pm

Interviews to be held on

Week commencing 10th March

Decision made by

Week ending 23rd March

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.

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