

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”.

Dr Jeremy Crook OBE, ARE Chief Executive

Championing race equality since 1991

Role Description

Programme Support Officer

Salary range:	£27,000 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:	Programme Director

About ARE

.We now need an individual to join ARE to provide effective programme and administrative support across the charity, ensure accurate and consistent use of the CRM system, support data collection and reporting processes, and help demonstrate the impact of services through high-quality data, case studies and performance reporting.

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 Office 365 including 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:

Programme Support:

- Provide administrative support to programme delivery teams 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.
- Maintain programme records, documentation and databases.
- Coordinate programme schedules, meetings and communications where required.
- Assist with monitoring programme activities and outputs.
- Executing e-mailings and postal mailings where required.

CRM and Data Management:

- Act as a key user for the charity's CRM system.
- Support staff to use the CRM consistently and effectively.
- Monitor data quality and undertake regular data cleansing activities.
- Produce routine reports and dashboards from the CRM.
- Ensure data is managed in accordance with GDPR and organisational policies.
- Maintain confidentiality and secure handling of sensitive information

Other:

- Collaborate with other ARE colleagues on projects where appropriate and contribute to the development of ARE as an organisation overall, particularly to capture outputs and outcomes to support with demonstrating impact of our work.
- 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.

Person specification

Knowledge and Experience:

Strong written communication skills, with the ability to produce clear and accurate emails, documents and other written materials, alongside good numeracy skills and confidence working with data and spreadsheets.

- 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

Specific 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 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.
- Knowledge of collating and analysing data would be beneficial

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.

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 England 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 easy to use online Bright HR system and app

Keeping healthy

- Employees assistance programme
- Mental health and wellbeing support
- 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

Please ensure you also complete our [Recruitment Diversity Monitoring Form](#)

Recruitment timetable

Deadline for applications

Friday 4th September at 5pm

Interviews to be held on

Week commencing 14th September

Decision made by

Friday 25th 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: Programme Director Elisha Coates, elisha@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.

How to apply

Equal opportunities matter

Finally, we recognise that applicants may choose to use AI-assisted tools when preparing their application. However, we expect all submissions to accurately reflect the applicant's own skills, experience, knowledge and personal insights. Our goal is to ensure a fair and transparent process that provides every applicant with an equal opportunity to succeed. Applications generated primarily or entirely by AI, without substantial input from the applicant, may not demonstrate the authenticity we are seeking and may be disadvantaged during the selection process.

"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