ACTION FOR RACE EQUALITY

Job Pack

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



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 tacking 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

Role Description
Head of Capacity Building

Salary range:	£45,000 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 (Line Manager) & Deputy Chief Executive (Work Area 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 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 tacking race inequalities and who wants to work with likeminded people to make a difference.

City Bridge Foundation (CBF) Anchor Programme

ARE successfully applied to CBF's groundbreaking 10-year Anchor programme (we are currently in year two of the ten). Our programme is called UPLIFT and will strengthen 150 Black, Asian and Mixed Heritage led organisations over the eight years through organisation development and policy development at the local and regional level. ARE is committed to learning lessons and impact measuring our programmes. In addition, we are keen to expand and strengthen our capacity building offer across England, and this role will lead the development and growth of this work.

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

Job Description

The Head of Capacity Building will lead and develop ARE's capacity building portfolio, including ensuring the successful delivery of the UPLIFT programme while also identifying, developing and delivering wider organisational development, leadership, learning and sustainability support for Black, Asian and Mixed Heritage-led organisations across England. They will also lead delivery of the Children in Need CiN) Grants+ programme for We Move FWD organisations.

Also supported by BBC Children in Need (802052)

To lead the Uplift programme and other work, the Head of Capacity Building will be a talented and experienced person who can proactively drive and inspire external organisations to strengthen their leadership and organisation growth and impact. The postholder will work closely with the ARE's policy and comms teams; manage the team of consultants and all other key stakeholders to ensure these programmes are delivered successfully. Experience of tracking impact and supporting performance evaluations will be important.

This is a busy, "hands on" role combining both strategic thinking with operational delivery. The post-holder will report directly to ARE's Deputy Chief Executive to whom they are accountable for all aspects of their work. ARE's Programme Director is the line manager.

Functions and Responsibilities
The postholder is responsible for leading and developing ARE's capacity building portfolio, and managing the funding including that received by ARE for the UPLIFT Programme.

Skills

- Experienced in developing and delivering capacity building workshops
- Strong project management experience
- Line management experience
- Experience of managing a range of consultants
- Fundraising skills with proven track record of obtaining grant funding
- Ability to provide strategic leadership and translate organisational priorities into effective programmes and delivery plans.
- MS 365 including strong use of Teams channels to manage programmes and good understanding of SharePoint communication sites.

Project Management

- Provide overall leadership and management of the UPLIFT programme and CiN's Grants+ programme, ensuring timely delivery against agreed outputs, outcomes and grant requirements.
- Manage the Capacity Building consultants working with ARE across Capacity Building programmes and oversee the systems and processes being used to do so.
- Work with external evaluators and organisations to ensure learning, impact measurement and evaluation findings inform programme improvement and future development.

Job Description

- To liaise with CBF and CiN and ensure the outputs and outcomes are being met.
- Lead reporting, budget monitoring, risk management and performance tracking.
- Review the 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.
- To attend any workshops held by the CBF funded learning partner for the Anchor Fund and CiN Learning Partner.
- To take forward ARE's other capacity building work with national and regional partners.

Strategic Leadership and Capacity building

- Lead the development and implementation of ARE's capacity building strategy and programme offer.
- Working with SLT to drive forward the recommendations in the Capacity Building What Really Works conference report with national partners, funders and Black and Asian civil society organisations.
- Identify emerging capacity building needs across Black, Asian and Mixed Heritage-led organisations and develop appropriate responses.
- To design, and deliver organisational development and leadership development support.
- Track, manage and monitor the consultancy support to ensure successful outcomes for this element of the programme.
- Allocate selected and vetted consultants to all organisations on the programme.
- Identify opportunities to expand ARE's capacity building offer and secure additional funding for delivery.

Organisational Development and Learning

- Develop and oversee workshops, peer learning opportunities, toolkits, networks and resources that strengthen organisational effectiveness.
- Facilitate leadership development and communities of practice.
- Promote the sharing of learning, innovation and best practice across participating organisations.
- Develop and disseminate learning, insights and practical resources through digital platforms, events and networks for organisations across AREs alumni network.

Stakeholder management

- Build strategic partnerships with funders, infrastructure bodies, regional networks and specialist providers to enhance support available to organisations.
- Liaise confidently, articulately and persuasively with people at all levels of an organisation, both internally and externally.
- Act as an ambassador for ARE's capacity building work and contribute to sector-wide conversations on race equity and organisational development.
- Work with ARE's capacity building conference partners and regional partners.

Job Description

Communications

- To work with ARE comms lead to produce regular content for new secure 'SharePoint' site for the programmes and in line with set targets and to provide content for the ARE Network Sharepoint site.
- 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 funder Comms teams to ensure ARE (UPLIFT) and CiN Grants+ events and materials meet their requirements and expectations.

Other

- Line manage staff, including 1-2-1s, probation reviews, and annual appraisals.
- 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 building and managing stakeholder partnerships, including small Black, Asian and Mixed heritage grassroots organisations, funders, partner organisations, consultants delivering organisational development and others as deemed appropriate.
- Experience of contributing to fundraising.

- Have professional experience of leading and delivering capacity building programmes to small community based organisations.

Skills:

- Ability to provide strategic leadership and translate organisational priorities into effective programmes and delivery plans.
- Excellent communication, relationship building and interpersonal skills.
- Excellent planning and organising skills, with the ability to successfully multitask and meet deadlines.
- Ability to manage key stakeholders including and manage their expectations of the programme.
- Ability to adapt quickly and respond to changing circumstances and deadlines.
- Ability to inspire, influence and support organisations to strengthen their leadership, sustainability and impact.
- 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 desirable.
- 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 organization (including the occasional evening or weekend).

Person specification

Knowledge:

- Knowledge of and an interest in race equality, including an awareness off the challenges facing Black, Asian and Mixed Heritage led civil society organisations.
- Awareness of the diverse role ethnic minority civil society 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.

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
- 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
- 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 and email to Ellisha@actionforraceequality.org.uk
Please ensure you also complete our Recruitment Diversity Monitoring Form

Recruitment timetable

Deadline for applications
Friday 27th November at 5pm
Interviews to be held on
Week commencing 7th December
Decision made by
Friday 18th December

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@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