



<b>Organisation</b>	Action for Race Equality
<b>Job Title</b>	<b>Grant and Programme Manager - Windrush Justice Programme</b>
<b>Salary</b>	£40,000 (pro rata 3 days per week)
<b>Pension</b>	8% Employer contribution
<b>Contract Type</b>	2 years fixed term
<b>Hours</b>	21 hours per week
<b>Reporting to</b>	Programme Director
<b>Location</b>	Office based, Kings Cross 2 days a week/home working 1 day

### **About Action for Race Equality**

Action for Race Equality (formerly Black Training and Enterprise Group) is a national race equality charity. Our mission is to end race inequality.

ARE champions fairness, challenges discrimination and pioneers innovative solutions to empower young people through education, employment and enterprise.

We are a small, dedicated team who work with volunteers, consultants and partners to deliver a wide range of programmes, which 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 likeminded people to make a difference.

### **Background to the Windrush Justice Programme**

In June 2020 Paul Hamlyn Foundation commissioned Windrush lawyer and campaigner Jacqueline McKenzie to undertake research to explore the landscape for grassroots organisations working on the implications of the Windrush scandal.

The report '*Assessing and Building the Capacity of Grassroots Community Groups to Respond to the Windrush Scandal*' was completed in December 2021. It is based on interviews with 16 grassroots groups working on Windrush issues, and a series of discussions with other campaigners, activists and lawyers.

The report highlighted how, with little to no resources, the work of grassroots organisations has been remarkable; together they have aided or met with over 5000 victims and family members impacted by the Windrush scandal. Their work, particularly their activism, has enabled the issues to be kept in the public domain and has brought some pressure to bear on government.

There were a number of recommendations within this report and Paul Hamlyn Foundation together with City Bridge Trust and the Greater London Authority (other funders are likely to be involved ongoing) have taken these recommendations forward within the Windrush Justice Programme.

This Funder+ Grants programme will see a number of small grassroots organisations funded across two years with small grants, alongside organisational development.

## **JOB DESCRIPTION**

The Windrush Programme needs a talented and experienced grants and programme manager to manage the funding, recipients of the grants, consultants and all other key stakeholders to ensure this programme is delivered successfully.

This is a busy, “hands on” role that involves detailed operational work along with sensitive stakeholder management. The post-holder will report directly to ARE’s Programme Director to whom they are accountable for all aspects of their work.

## **FUNCTIONS AND RESPONSIBILITIES**

The postholder is responsible for managing the funding received by ARE for the Windrush Programme.

### **Project Management**

- To manage the day to day running of the programme to ensure all delivery is on track.
- To liaise with all funders who fund this programme and ensure the outputs and outcomes for each of their funding grants are being met.
- Review project budget on a monthly basis and take any corrective action required in the event of projected over or under spend
- To complete any reporting (quarterly, annual etc) that funders require.
- To provide reports to ARE Chief Executive and Board as required.

### **Grant Management**

- To co-design a light touch grants programme with organisations identified by the funders/ARE/key advisors
- To ensure the successful running of all grant funding rounds, liaising with an Independent Advisory Panel to ensure total impartiality in how funding is allocated.
- Carry out all necessary due diligence checks.
- Manage grant recipients to ensure all grants are distributed in a timely way.
- Monitor grants and provide grant management support to organisations.

### **Organisational Development of organisations**

- Allocated selected and vetted consultants to all organisations on the programme.
- Track and manage consultancy support to ensure successful outcomes for this element of the programme

### **Other stakeholder management**

- Work closely with external advisors linked to this programme
- Liaise confidently, articulately and persuasively with people at all levels of an organisation, both internally and externally.

### **Communications**

- To work with ARE comms lead to produce regular content for new website pages for the programme.
- 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.

### **Other**

- To undertake any other relevant tasks in relation to the work of the MoU programme as requested by the Programme Director and the Chief Executive.

## **PERSON SPECIFICATION**

The successful candidate will have experience of managing grant programmes and of working with external stakeholders. They should have an understanding of the issues of the Windrush scandal and be aware of the main issues connected to this. 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 project and programme management of grant programmes.
- Experience of stakeholder management including small Black, Asian and minority ethnic grassroots organisations, funders, partner organisations, consultants delivering organisational development and others as deemed appropriate.
- Experience of managing grants programmes including assessment, allocation and management of grants including monitoring and evaluation of this process.

### *Qualifications:*

- Hold a minimum of a degree or equivalent

### *Skills:*

- 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
- 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 excellent creative and problem-solving skills, 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.

### *Knowledge:*

- Knowledge of and an interest in race equality, including an awareness off Windrush and the hostile immigration policy.
- Awareness of the diverse role Black, Asian and minority ethnic voluntary organisations and mainstream providers can play in improving outcomes for our communities.
- Commitment to support individuals impacted by the Windrush scandal
- 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