

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.

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.

This information pack contains important information about the organisation, and the specific role you will be applying for. Please read it carefully.

To request this information in other formats, or if you have any queries, please contact hello@actionforraceequality.org.uk



About Action for Race Equality

Action for Race Equality (ARE) is a national race equality charity. We have been running programmes and influencing policy 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

Employment Programmes Delivery Lead

Projects:	Building Ethnic Diversity in the Youth Employability sector & The Graduate Connector (London)
Salary range:	£30-35,000 per annum + benefits
Pension:	Employer pension contribution 8%
Annual leave:	28 days a year plus England Bank Holidays
Hours:	35 hours per week
Location:	Hybrid - Office based in Kings Cross/home working
Duration:	1 year fixed term contract
Reports to:	Deputy Chief Executive

About the Project

ARE has two important youth employment-related programmes to complete: **Building Ethnic Diversity in the Youth Employability Sector** and **The Graduate Connector (London)** programme. We have combined two part-time roles to form one full-time post for initially one year. The programmes are distinct and will be delivered separately.

We want to recruit an enthusiastic individual with experience implementing new projects. The successful candidate will be able to 'hit the ground running' and drive the programmes forward with support from the team.

Building Ethnic Diversity in the Youth Employability Sector programme is now in its second and final year and was set up to strengthen the capacity of 10 Black and Asian-led youth employability organisations across England. We work closely with the Youth Futures Foundation who champion 'What Works' and want to see more ethnic minority employability organisations supporting young people.

The Graduate Connector programme is a new London employment programme aiming to support 100 ethnic minority graduates into graduate-level employment. It will need to galvanise employers to offer graduate opportunities, provide support for graduate jobseekers and champion positive action.



About the Role: Employment Programmes Delivery Lead

The postholder will have a strong interest in tackling labour market employment disparities for young people from Black, Asian, Southeast Asian, East Asian, Middle East and Mixed heritage backgrounds.

This is a busy, “hands-on” role that involves operational work along with stakeholder management. The post-holder will report directly to ARE’s Deputy Chief Executive.

"This is the perfect job for someone with project management experience who also wants to make a difference to ensure job seekers have the support they need to get good quality jobs"

Indra Nauth, Deputy Chief Executive

You will be required to produce project delivery plans, manage project budgets, develop relations with employers, ethnic minority youth organisations, Jobcentre Plus, educational institutions, write performance reports and work with our project partners Slenky and Upshot and ensure information is disseminated to our stakeholders in collaboration with the ARE team.

Basis of Contract

The post is funded by Youth Futures Foundation and Columbia Threadneedle Foundation for one year.

Job Description

Key tasks and responsibilities:

- To build good relationships with ARE stakeholders (ethnic minority employability organisations; employers; graduate jobseekers and ARE's Employer Champion Group.
- To work with a group of 10 employability organisations to share best practice from the sector
- To oversee the management of ARE's Youth Action Network (YAN), working with the YAN lead to ensure voices of young people are heard through ARE's work
- To lead on development of Time To Talk products (guides/podcasts) to be shared with employability sector
- To engage recent London graduates onto the programme and work with employers to ensure they receive the support they need
- Ensure graduates on the programme are supported into quality jobs in line with their career aspirations
- Produce regular content for the Slenky ARE hub and manage the Upshot system and ensure it is kept up to date.

General tasks:

- Use ARE's internal systems to maintain records, report progress and manage project budgets including Teams, planner and Upshot system.
- Ensure that effective project management systems for monitoring and evaluation are in place and keep detailed records.
- Proactively generate case studies and work with ARE's comms team to produce news articles, photos and social media content to promote the work of these two programmes in line with ARE's communication protocols.
- Collaborate with other ARE colleagues on projects where appropriate and contribute to the development of ARE as an organisation overall.
- Help to identify and support your own continual professional development and cooperate with performance appraisals.
- Adhere to and implement policies, including equal opportunities 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

The successful candidate will have experience of managing and leading projects and be committed to addressing race disparities. They should be comfortable communicating to general and specific audiences and have excellent writing and presentation skills.

Experience

- Experience delivering time limited projects
- Experience managing multiple stakeholders
- Experience developing sustainable and effective partnerships with multiple stakeholders
- Experience of employment projects or youth development programmes would be desirable.
- Someone who understands employers needs.

Qualifications

- Degree level qualification
- Project management qualification is desirable but not essential

Knowledge

- Knowledge of the systemic issues affecting ethnic minority jobseekers
- Awareness of the diverse role Black, Asian and Mixed heritage organisations and mainstream providers can play in improving outcomes for these communities.

Confidentiality

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



Person specification

The successful candidate will have experience of managing and leading projects and be committed to addressing race disparities. They should be comfortable communicating to general and specific audiences and have excellent writing and presentation skills.

Skills

- Strong project management skills, managing projects from inception through to completion and evaluation.
- Highly organised with an ability to prioritise, work under pressure and deliver against set targets to agreed deadlines.
- Ability to manage and track multiple projects, often with competing deadlines.
- Effective time management skills and interpersonal skills including negotiation, persuasion, flexibility and problem solving.
- Excellent oral and written communication skills with the ability to articulate messages clearly and concisely in an engaging style consistent with ARE's brand
- Thoroughness, accuracy and attention to detail.
- Proven IT skills including Microsoft 365
- Ability to understand and analyse data
- Ability to work across organisational boundaries and develop constructive relationships with key stakeholders

Personal qualities

- Ability to work on own initiative and as part of a team
- Highly motivated with the ability to motivate others
- Able to prioritise workloads and complete agreed project outputs
- Pro-active approach and skill in creative problem solving



Being part of the Team

At Action for Race Equality 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 CPD 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
- Eye care vouchers provided annually
- 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 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 [monitoring form](#)

Recruitment timetable

Deadline for applications

Wednesday 27th March at 5pm

Interviews to be held on

Wednesday 10th April

Decision made by

Friday 12th April

For any questions or to arrange an informal chat about this role, email
Deputy Chief Executive, Indra Nauth - 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 research and policy making and we're committed to doing what we can to correct this. We are particularly keen to receive applications from Black, Asian and minority ethnic people; people with disabilities; people who identify as being LGTBQIA; people who have a mental health condition; and people who identify as working class or have done so in the past.

We are also aware that many highly capable prospective candidates nonetheless rule themselves out of work in research and policy 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. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum 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 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