

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 the Alliance for Police Accountability (APA), the initiative that we are supporting, 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”.

Jeremy Crook OBE, ARE Chief Executive

Championing race equality since 1991

Role Description

Development Officer

Project:	Alliance for Police Accountability (APA)
Salary range:	£30,000 per annum - pro rota 3 days per week
Pension:	Employer pension contribution 8%
Annual leave:	28 days a year plus bank holidays (pro rata)
Hours:	Part time (21 hours) and secondment will be considered
Location:	Hybrid - Office based in Kings Cross/home working
Duration:	Initially 12 months
Reports to:	ARE Chief Executive & APA Steering Group Chair

About the Project

Transforming police accountability in Black communities

The **APA** is a progressive, Black-led police accountability initiative covering England and Wales. It seeks to transform the relationship with the police and develop community-led strategies for reducing violence.

The APA was launched in Lambeth Town Hall in July 2023 and commenced forming partnerships with Black organisations in London, Birmingham, Cardiff and Manchester. Its aim is to have four city-wide community developed charters to inform the production of a national charters on police accountability and violence reduction.

The APA places high importance on taking an intersectional approach to everything we do and we are determined to draw on the knowledge, skills, commitment and lived experience of young people, men and women, disabled people, and LGBT people from African and Caribbean backgrounds. Everyone's voice matters.

APA is supported by a **National Steering Group** (NSG) comprised of leading Black-led organisations including **Black Equity Organisation**, **Black Men 4 Change**, **Blaksox**, **National** and **London Black Police Associations**. **Action for Race Equality** is the accountable body for funding and employing staff.

Basis of Contract

The post is funded by Barrow Cadbury Trust, Esmee Fairbairn Foundation and Clothworkers' Foundation initially for 12 months.

Job Description

The APA is now seeking to employ a Development Officer to help drive the initiative forward at the national and cities level and provide secretariat support the National Steering Group.

Key tasks and responsibilities:

- To provide secretariat support for the National APA Steering Group.
- To build good relationships with APA stakeholders at city and national level to ensure their input into APA's charter processes and campaigns.
- To ensure information shared is shared both ways between APA city and national partners.
- Liaise with funders and draft high quality funding proposals using all proposals recently submitted.
- Keep up to date with developments in policing and race equality.
- Represent APA at external meetings.
- Support APA public campaigns by providing insights and contributing to communication materials.
- Help to identify and support your own continual professional development and cooperate with performance appraisals.
- Contribute to the success of ARE and APA by participating in performance management arrangements, fundraising and research proposals and by applying the principles and practices associated with equality in employment, equality in service delivery and health & safety in the workplace.
- 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 and APA are delivered in a timely and effective manner.

Job Description

General tasks:

- Use ARE's internal systems to maintain records, report progress and manage project budgets including Teams and Planner.
- 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 communications team to produce news articles, photos and social media content to promote the work of the APA 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 and APA are delivered in a timely and effective manner.

The successful candidate will need to be a self-starter, organised, committed to race equity and passionate about issues the APA and its partners are tackling in England and Wales.

Person specification

The successful candidate will have experience supporting diverse stakeholders and be committed to addressing race inequalities in policing and violence reduction. They should be comfortable communicating to general and specific audiences and have excellent writing and presentation skills. The post holder will be actively interested in what is happening in policing, Black organisation empowerment, local accountability and the wider criminal justice system and be alert to opportunities to work collaboratively with colleagues to advance APA's aims.

Experience

- Experience of managing diverse stakeholders and working with civil society and/or public organisations

Qualifications

- Relevant degree level qualification

Knowledge

- Knowledge of the systemic issues affecting Black and Mixed heritage communities.
- Awareness of the role of government and various government agencies in shaping policies and programmes affecting the criminal justice system.
- Awareness of the diverse role Black-led organisations can play in improving outcomes.

Skills

- Good written and oral communication skills
- Experience of project management
- Ability to work across organisational boundaries and develop constructive relationships with key stakeholders
- Effective interpersonal skills including influencing, persuasion, assertiveness, and sensitivity

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 programme outputs
- Pro-active approach and skill in creative problem-solving
- Proven IT skills including Microsoft Office

We want you to have every opportunity to demonstrate your skills, ability and potential. Please contact us if you require any assistance or reasonable adjustments so that we can help with making the application process work for you.

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 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 (for this position one day per week in office)
- 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

Monday 6th May at 5pm

Interviews to be held on

Week commencing 13th May

Decision made by

Friday 17th May

For any questions or to arrange an informal chat about this role, email Jeremy Crook OBE, ARE Chief Executive at Jeremy@actionforraceequality.org.uk or Lee Jasper, APA Steering Group Chair at Lee-Jasper@live.com

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.

**ACTION FOR RACE
EQUALITY**

www.actionforraceequality.org.uk