

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

Policy and Research Officer

Area:	Policy
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:	Three year fixed term contract
Reports to:	Head of Policy

About the role

This is an excellent opportunity to work at the national level for a valued charity with effective links to national, regional and local government and criminal justice system (CJS) agencies. ARE seeks to influence policy makers and help to end systemic race inequalities in education, employment and the CJS.

The postholder will have a strong interest in tackling race inequalities in education, employment and the CJS. We apply an intersectional approach in everything we do. You will work closely with the Head of Policy, our National Independent Advisory Group (NIAG), civil society partners and government officials to develop evidence-based positions and undertake research.

You will use research to influence government policies at all levels and develop practical solutions to improve outcomes for Black, Asian (South/Southeast and East), and Mixed heritage communities, especially young people.

We base our policy work in learning from our programmes, and seek to make policy change on a local and national level to improve outcomes for Black, Asian, and Mixed Heritage people.



About the Role: Policy and Research Officer

You will be required to produce quality policy briefings, research reports and news updates, and ensure information is disseminated to our stakeholders in collaboration with the ARE team.

This is a role that involves good written and personal skills. The post-holder will report directly to ARE's Head of Policy.

"This is the perfect job for someone who is passionate about race equality and achieving change through policy."

Meka Beresford, Head of Policy

Basis of Contract

The post is co-funded by the Barrow Cadbury Trust and the Esmée Fairbairn Foundation.

Job Description

Key tasks and responsibilities:

- To build good relationships with ARE stakeholders including the NIAG and the Alliance for Racial Justice stakeholders to ensure their input into ARE's policy development and research.
- To influence policy and practice in the Criminal Justice System by drafting robust and evidence-based policy content and drive change.
- To draft clear, well researched policy papers that draw on relevant evidence and good practice in the civil society, public and private sectors.
- To contribute to the delivery of ARE's annual policy and research work plan.
- To represent ARE in appropriate external meetings.
- Support public campaigns by providing research-backed insights and contributing to communication materials.
- To keep up to date with developments in public policy, legislation, best practice, relevant initiatives, and news on race equality and criminal justice
- Conduct comprehensive research on race equality issues, including gathering and analysing relevant data and literature.
- Contribute to ARE's responses to government consultations.

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 policy development and/or social research and be committed to addressing race disparities. 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 government, the wider CJS, education and the labour market and be alert to opportunities to work collaboratively with colleagues to advance ARE's mission and values.

Experience

- Experience of social policy development or social research

Qualifications

- Relevant degree level qualification

Knowledge

- Good written and oral communication skills
- Experience of policy analysis
- Ability to understand and analyse data
- Ability to work across organisational boundaries and develop constructive relationships with key stakeholders
- Effective interpersonal skills including influence, persuasion, assertiveness, and sensitivity



Person specification

Knowledge

- Knowledge of the systemic issues affecting Black, Asian/South East Asian, and Mixed heritage communities
- Awareness of the role of government and various government agencies in shaping policies and programmes affecting the CJS.
- Awareness of the diverse role Black, Asian/South East Asian and Mixed heritage organisations and mainstream providers can play in improving outcomes for our communities.

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 policy 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 adjustment 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 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 1st May at 5pm

Interviews to be held on

Wednesday 15th May

Decision made by

Friday 17th May

For any questions or to arrange an informal chat about this role, email Head of Policy, Meka Beresford, on meka@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