

**ACTION FOR RACE
EQUALITY**

Job Pack

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



Find us: 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 tackling 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”.

Jeremy Crook OBE, ARE Chief Executive

Championing race equality since 1991

Role Description

Programme and Finance Coordinator

Salary range:	£25,000-£30,000 per annum (based on experience)
Pension:	Employer pension contribution 8%
Annual leave:	28 days a year plus bank holidays
Hours:	Full time (35 hours)
Location:	Hybrid - Office based in Kings Cross/home working (3 days per week in office)
Duration:	2 years fixed term
Reports to:	ARE Deputy Chief Executive

About the Role

Action for Race Equality delivers several programmes each year and requires robust programme coordination to work with programme managers and the senior leadership team, providing high quality administrative work within the teams.

This crucial role requires the post holder to work across a range of programmes, four days a week, with one day a week dedicated to processing finances of the organisation. This would include the use of QuickBooks system.

ARE is now seeking to employ a Programme and Finance Coordinator to help drive forward our work, supporting programmes like the Windrush Justice Programme, our Youth Futures Foundation work and other onward granting and/or organisational development work.

The successful candidate will need to be a self-starter, organised, detailed orientation and committed to race equity and passionate about disparities young people face in employment, education and criminal justice across England.

Basis of Contract

The role is funded by Windrush Justice Programme, Youth Futures Foundation and City Bridge Foundation is funded by Windrush Justice Programme, Youth Futures Foundation and City Bridge Foundation.

Job Description

Key tasks and responsibilities:

Programme coordination responsibilities

- To coordinate programme activities for the programme team
- To arrange meetings with key stakeholders including funders, organisations and consultants
- Keep programme plans updated, using relevant software (Teams, Asana, Trello or other relevant project management software)
- To set up and support workshops and webinars on behalf of colleagues/consultants
- To keep programme SharePoint extranet sites updated with regular content where required
- To support with events and conferences, including sending and tracking invitations and helping to produce event/conference materials

Finance responsibilities

- To follow charity procedures/policy on maintaining accounting records
- To ensure supplier invoices/expenses are obtained, collected, properly authorised by the relevant person, project coded etc
- To send out grant claims/fee invoices correctly.
- To be able to enter these i.e. primary records onto accounts software preferably Quick Books. Must allocate to correct project code
- Be pro-active in obtaining finance information and chase where necessary
- Input payments onto Unity bank account for finance manager / senior team to review
- Ensure that supplier invoices / expenses are for the correct company i.e. ARE or ARE E Ltd. Similarly with fee invoices.
- Ensure separate and correct accounting records are maintained for the individual companies.
- Be able to deal with programme managers requirements and queries on finance
- Be aware of what is and what is not insured.

General

- Help to identify and support your own continual professional development and cooperate with performance appraisals.
- Contribute to the success of ARE 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 are delivered in a timely and effective manner.

Person specification

The successful candidate will have experience of providing programme coordination support within programme teams, working on more than one programme at a time. They should be comfortable communicating with a wide range of stakeholders including funders, grassroots organisations and consultants and have excellent planning and organisational skills. The post holder should be actively interested in the issues around the Windrush Scandal, as well as issues that small organisations face to remain stable and develop resilience.

Experience

- Experience of working as part of a programme team to coordinate programme activities
- Experience of processing financial payments for a small charity/business

Qualifications

- Educated to GCSE 'A' level and also holds GCSE English and Maths

Knowledge

- Knowledge onward granting processes, particularly due diligence required
- Knowledge of programme coordination

Skills

- Experience of designing, setting up and implementing administrative processes and procedures
- Strong verbal and written communication skills
- Experience of working in a busy office environment and project teams
- Experience of delivering objectives and targets to timescales
- Proven IT skills including Microsoft Office 365

Personal qualities

- Ability to work on own initiative and as part of a team
- Highly motivated with the ability to motivate others
- Ability to multitask, working across several programmes at a time
- Able to prioritise workloads and complete agreed programme outputs
- Pro-active approach and skill in creative problem solving

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 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

Friday 10th 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 Indra Nauth, ARE Deputy Chief Executive at 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.

"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.

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