



## **Research Assistant**

### **Race Equality Foundation**

Race Equality Foundation promotes race equality in social support (what families and friends do for each other) and social care (what ‘workers’ do for people who need support). We do this by exploring what we know about discrimination and disadvantage. We also develop interventions that will overcome barriers and promote equality. Finally, we disseminate good practice through training, conferences and written material.

The staff group at present is Jabeer Butt OBE, *Chief Executive*; Leandra Box, *Programme Manager*; Tracey Bignall, *Senior Policy and Practice Officer*; Samir Jeraj, *Policy and Practice Officer*; Bernadette Rhoden, *Senior Parent Programme and Training Officer*; Jade Briant, *Parent Programme Officer*; Chalice Richardson, *Parent Programme Officer*; Joy Ohen, *Parent Programme Officer*; Jubeada Begum, *Parent Programme Officer*; Angela Azubuike *Administrator*.

We are based in London but have a national remit.

The Race Equality Foundation as a registered charity has a management committee which supervises its work. The committee is presently chaired by Constantia Pennie.

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### **Job Description**

Supporting parents to develop effective parenting practices is an important strategy to tackle inequalities in childhood but major gaps remain in the evidence base for universal parenting programmes, especially for older children and families from disadvantaged and diverse ethnic backgrounds. Professor Richard Watt in collaboration with the Race Equality Foundation and researchers from UCL, Imperial, Cambridge, Bristol and Middlesex universities have secured £1.5m funding from the NIHR Public Health Programme to undertake a 4-year multi-centre waiting list control RCT to evaluate

Strengthening Families, Strengthening Communities, a group based parenting intervention for families from ethnic and socially disadvantaged backgrounds.

Key to the successful delivery of the RCT is engagement of SFSC delivery partners (local authorities, voluntary and community organisations) as well as SFSC facilitators to ensure collection of information from parents and children as required by the research. A team of researchers will be working on this project and the overall purpose of this post is to support engagement of facilitators and their agencies during the two year data collection phase.

The role will support the set-up of the trial, particularly managing participation of local areas in the study; providing support to facilitators and delivery agencies in collecting and collating data and liaising with colleagues at UCL in ensuring effective implement of the data collection exercise; and working with colleagues at UCL to set up and support Patient and Public Involvement (PPI) forums.

#### *Engaging SFSC agencies and SFSC Facilitators*

- a. Produce and disseminate RCT project information for SFSC delivery areas and facilitators
- b. Establish and maintain administrative systems for record keeping to support Race Equality Foundation role in RCT
- c. Respond to information requests from UCL TOGETHER project team

#### *Supporting agencies and facilitators to implement data collection*

- a. Meet information needs of local service leads and SFSC facilitators
- b. Support facilitators to deliver SFSC programmes in line with best practice
- c. Support facilitators to meet the requirements of the trial
- d. Facilitate and resolve challenges between programmes and evaluation personnel

#### *Supporting agencies and facilitators to collate data*

- a. Maintain up to date information relating to SFSC programme delivery
- b. Support the implementation of the waiting list comparison group
- c. Liaise with UCL project team to support data collection

#### *Facilitate liaison between RCT Partners and agencies and facilitators*

- a. Provide effective communication and collaboration across partners
- b. Produce information as requested for reports to partners
- c. Support RCT partners to establish PPI forums by facilitating contact with parents and young people

*Support liaison between SFSC Team and RCT partners*

- a. Liaise with SFSC team to identify cluster programmes for trial inclusion
- b. Support SFSC Programme Staff to ensure QA processes are being implemented across delivery sites
- c. Attend peer support to disseminate information on trial progress
- d. Work with SFSC manager to ensure Foundation is kept abreast of progress of RCT

*Other*

- a. Arrange and attend relevant meetings.
- b. Deal with all information relevant requests from Funders and manager
- c. Attend Race Equality Foundation staff and management committee meetings.
- d. Ensure that at all times the project adheres to the best equal opportunities practice.

The Race Equality Foundation has a strong collaborative ethos and attempts to ensure that this operates both with the agencies with which we work and between staff members. While the job description clearly indicates areas of responsibility of the Project Officer, it is likely that there will be a great deal of partnership between this post and the Programme Manager as well as with the SFSC team, especially the other PPO's. It will also be essential that there is collaborative working with the other team members in the TOGETHER trial based outside of the Foundation and the partner agencies involved in this work.

Furthermore, the Race Equality Foundation is committed to staff development and the project will provide opportunities for capable candidates to develop their skills.

**Staff for whom responsible**

None.

**Line Manager**

Programme Manager.

**Range of contacts**

The Project Assistant will be expected to work with the other SFSC staff, with SFSC delivery agencies across England and key stakeholders in the implementation of this project. There will also be contact with other members of the Race Equality Foundation and the Management Committee of the Race Equality Foundation.

**Physical conditions**

There are no physical conditions associated with this post.

**Travel and hours of work**

Applicants will be expected to be able to travel within and outside of London. Full-time staff work 35 hours a week with office hours being 9am to 5pm. However, because of the nature of some of the tasks to be performed by this post, evening and/or weekend work may be occasionally required.

**Provision of training and development**

There will be an induction programme and training will be provided in any unfamiliar software necessary for the role.

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**Person specification****Experience/qualification***Essential*

At least two years' experience of administration or project delivery.  
Experience of working on a research project  
Knowledge of Strengthening Families, Strengthening Communities.  
Experience of organising and running courses or events, including recruitment of participants.  
Experience of working in a team.

*Desirable*

Educated to degree level.  
Experience of research methodologies  
Experience of managing project work.

**Skills/Knowledge/Ability***Essential*

Ability to present information clearly in orally and in writing.  
Good organisational skills.  
Knowledge of equal opportunities.  
Ability to communicate effectively with range of stakeholders.  
Ability to work as part of a team.  
Computer literate.

*Desirable*

Knowledge of parenting programmes  
Knowledge of research methods  
Ability to produce high standards for written material.

## Other Criteria

### *Essential*

Ability to use computers for word processing and spreadsheets.

Good administrative skills.

Willingness to develop and learn new skills.

Ability to promote and adhere to equal opportunities.

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## Pay and Conditions of Service

This post is full-time on the Universities Clerical and Related Administrative Staff Scale, Grade 4. The successful candidate will be appointed at Pt 6 which is the last point on this scale, the remainder are discretionary.

<b>Salary spine point</b>	<b>Grade 1A (exc LW)</b>
Pt 6	£24,285
*Pt 7	£24,954
*Pt 8	£25,686
* Pt 9	£26,483

A London Weighting Allowance of **£2,136** (pro rata) is also payable for this post.

Salary scales increase in line with national pay awards for university staff, usually with effect from 1st April each year. The normal incremental date is 1st April, subject to six months' satisfactory service in the grade. However, at present the Trustees have imposed an incremental pay freeze. Payment is made on the last week day of each month direct into a bank or building society account.

This post is subject to a six month probationary period. The period of notice required to terminate the contract of employment is one month on either side.

The normal working week is 35 hours for full time posts, seven hours per day, Monday to Friday. Standard office hours are 9.00 a.m.-5.00 p.m.

Much of the work for these roles will take place in locations across London, however there will be an expectation of regular attendance at the Race Equality Foundation's London office at 17 Deane House Studios, 27 Greenwood Place, NW5 1LB.

Full time staff are entitled to 25 days holiday rising to 31 after five years of service. The timing of holidays must fit in with the needs of the Race Equality Foundation and must be agreed in advance. In addition to annual holidays there

is paid time off for Bank holidays. There are also maternity and paternity leave, compassionate leave and sick leave provisions.

Please note, we are only able to appoint individuals who are eligible to work in the UK.

November 2018