



Policy and Practice Officer (Temporary)

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; Angela Azubuike Finance and Admin Officer; Donna Cluttebuck, Research Assistant; Taquira Wilson, Parent Programme Officer; Reshad Rasool, Children and Young People Officer.

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.

Job Description

The overall purpose of this job is to deliver policy and practice projects at the Foundation. This will include delivering projects related to our role as a member of the Health and Wellbeing Alliance, as well as other policy and practice related projects. The work will involve:

- Implementing tasks associated with delivery of projects
- Undertaking primary and secondary research in delivering projects
- Undertaking all arrangement of meetings and events
- Preparation of papers for meetings
- Attendance and note taking at meetings, including the preparation of minutes/notes for circulation
- Organisation of communication with partners either via email or post
- Keeping and organising accurate electronic and paper records.
- Other tasks may be required from time to time.
- Commitment to putting race equality in practice.

Travel to attend meetings outside of London is likely to be necessary.

Due to the developmental nature of the work, it is likely that there will be some changes in tasks over time.

The 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.

Staff for whom responsible

None

Line Manager

Chief Executive

Range of contacts

There will be contact with members of the Foundation and our Management Committee. Regular contact will take place with agencies working in partnership with us. At times there will be contact with volunteers supporting various aspects of the project.

Physical conditions

There are no physical conditions associated with this post.

Travel and hours of work

The Foundation works across the UK and travel out of London will be an essential part of the job. This post will therefore involve some evening and weekend work for which time off in lieu can be taken. Staff work 35 hours a week with office hours being 9am to 5pm.

Provision of training and development

There will be an induction programme. Staff are encouraged to seek relevant training opportunities.

Person specification

Skills, experience and knowledge required include:

- At least four years' experience of project delivery
- Knowledge of racial inequality, particularly in health and social care
- Experience of using a range of research methods in implementing projects
- Good organisational skills
- Accuracy and clarity in all written and other communication
- Ability to organise workload to ensure work is delivered on time
- Use own initiative to find effective solutions
- Understanding of the charitable sector in the UK
- Ability to develop and maintain good working relationships with colleagues and outside agencies
- Up-to-date knowledge of Microsoft Office, social media as well as use of the internet as a source of information
- Educated to degree level or equivalent

Pay and Conditions of Service

This post is part-time (three days a week) and is available until March 2020.

The annual full-time salary for this post is £28,601 inclusive of London Weighting. For three days a week the pro-rata annual salary will be £17,160.

The post will be based in London.

There is a probationary period of 1 month for this post, during which time the notice period will be one week for both parties.

Full time staff are entitled to 25 days holiday leave per annum. The allocation for this post will be calculated once a start date is agreed. The timing of holidays must fit in with the needs of the Foundation and must be agreed in advance. In addition to annual holidays there is paid time off for Bank holidays.

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. The hours will be 21 hours per week and working days will be agreed at the time of appointment

The post will be based in the London office at Unit 17 Deane House Studios, 27 Greenwood Place, London NW5 1LB.

Please note that we are only able to appoint people who are eligible to work in the UK.

Application process

Please apply by submitting a CV with a covering letter setting out how you skills and experience meet the requirements of the job. The covering letter should be no more than two sides.

All applications should be submitted by 12noon on Friday 20th December 2019.