



## **Policy and Practice Officer**

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 Foundation has delivered change through a range of ground-breaking projects from the evidence-based Strengthening Families, Strengthening Communities parenting programme, to the pioneering research which saw us interview 38 black and minority ethnic young disabled people to understand their experience of independence and independent living to being a founding member of the Coalition of Race Equality Organisations (CORE). We continue our effort to progress race equality through demonstrating what is possible, such as our work on improving blood pressure testing by African and Caribbean men through the use of community agents such as barber shops. At the same time we continue to intervene in national debates and programmes such as our work on mental health and our work with the Independent Inquiry into Child Sexual Abuse.

The staff group at present is Jabeer Butt OBE, Chief Executive; Leandra Box, SFSC 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 Clutterbuck, Research Assistant; Taqira Wilson, Parent and Children and Young People Programme Officer; Reshad Rasool, Children and Young People Programme 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.

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### **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:

- To help influence the development of policies and social action that helps to deliver race equality
- Undertaking primary and secondary research and report writing in delivering projects
- Writing evidence-based briefings on race equality issues in health and care
- Using social media and other influencing tools to promote race equality
- Working with and managing relations with voluntary sector and statutory sector partners in our projects and influencing activities

- 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
- 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:

- Significant experience of project delivery and managing organisational relationships
- Knowledge of racial inequality, particularly in health and social care
- Experience of using a range of research methods in implementing projects
- Good organisational skills, particularly in managing a range of projects
- 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 voluntary/charitable sector in the UK
- Ability to develop and maintain good working relationships with colleagues and outside agencies
- Up to date skills in social media as well as use of the internet as a source of information
- Up-to-date knowledge of Microsoft Office, including Word and Excel
- Educated to degree level or equivalent

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### **Pay and Conditions of Service**

This post is full-time and is available until March 2024, subject to funding.

The annual full-time salary for this post is £31,545 inclusive of London Weighting.

The post will be based in London.

There is a probationary period of one 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 post will be based in the London office at Unit 17 Deane House Studios, 27 Greenwood Place, London NW5 1LB.

The **CLOSING DATE** for receipt of applications **Monday May 10<sup>th</sup> 2021 by 10am**. Completed applications should be sent to [angela@racefound.org.uk](mailto:angela@racefound.org.uk).

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