



Research Administrator

£23,933 per annum, plus workplace pension contribution

The Race Equality Foundation is an evidence-based, policy and practice charity working to tackle racism and racial inequalities. We believe that everyone should be provided with the opportunities to flourish and our work aims to positively transform the lives of Black, Asian and ethnically minoritised communities .

We do this by exploring what we know about discrimination and disadvantage, using that knowledge to develop interventions that will overcome barriers and promote equality, and disseminating this knowledge and good practice through training, conferences and written material.

The Foundation has delivered change through a range of ground-breaking projects. These include:

- the evidence-based Strengthening Families, Strengthening Communities parenting programme
- the pioneering research which saw us interview 38 black and minority ethnic young disabled people to understand their experience of independence and independent living
- being a founding member of the Coalition of Race Equality Organisations (CORE).

We continue our efforts 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 facilities such as barber shops. At the same time, we continue to intervene in national debates impacting black and minority communities as can be seen through our work on mental health and with the Independent Inquiry into Child Sexual Abuse.

We are based in London but have a national remit.

The Foundation is led by the CEO, Jabeer Butt, OBE and has a management committee which supervises its work.

Job Description

The overall purpose of this job is to support the research and policy work of the Policy and Practice team at the Foundation. The work will involve:

- Undertaking all arrangement of focus groups as well as other meetings and events
- Supporting and conducting electronic transcriptions of interviews
- 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, telephone or post
- Light information retrieval tasks, including using online searches
- 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 may be necessary.

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

Tracey Bignall, Senior Policy and Practice Officer

Range of contacts

There will be contact with service users and people with lived experience, other staff at 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 in and out of London will be an essential part of the job. This post may 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:

- Accuracy and clarity in all written and other communication
- Good organisational skills
- Good interpersonal skills
- 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 as well as use of the internet as a source of information

Pay and Conditions of Service

The salary is **£23,933 per annum**, plus contribution to workplace pension.

The post is office based, but flexibility may be offered for some hybrid working.

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

Full time staff are entitled to 25 days holiday rising to 30 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.

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.

Application process

Application should be by completion of an application form and supporting statement emailed to admin@racefound.org.uk. CVs will not be accepted.

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

Closing date : 12pm, Friday 15th March 2024.

Interviews Friday 22nd March 2024.