Parent Programme Officer (SFSC: Safer Lives – YEF project)
London, Full-Time position

The Race Equality Foundation is a registered charity which tackles racial inequality to improve the lives of Black, Asian and minoritised ethnic communities. We believe that everyone should be provided with the opportunities to flourish.

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 (SFSC) parenting programme;
- the pioneering research and policy projects which explore the lived experience of Black, Asian and minoritised ethnic people, from the lives of young people with a disability to older people living with dementia, to the impact of climate change; and
- partnerships with other voluntary and statutory organisations, as well as universities.

We continue our efforts to progress race equality through demonstrating what is possible. An example is our work on improving blood pressure testing by African and Caribbean men through the use of community facilities such as barber shops. Another is our Race Equity Collaboratives work that identified the impact of COVID and set out what needs to be done to ensure race equality is addressed in recovery.

We also intervene in national debates impacting Black, Asian and minoritised ethnic communities, as seen through our work on mental health and with the Covid-19 inquiry and the Independent Inquiry into Child Sexual Abuse.

We are based in London with a national remit. The Foundation is led by the CEO, Jabeer Butt, OBE with a team of 24 staff and 11 sessional workers. The Foundation has a Board of Trustees and is chaired by Karin Woodley CBE.

Job Description

We are seeking a Parent Programme Officer for a full-time position in London.

This role will ensure the successful delivery of the SFSC: Safer Lives programme, as part of an efficacy study led by Sajid Humayan of Greenwich University. This work is funded by Youth Endowment Fund (YEF).

SFSC: Safer Lives is an enhanced version of the evidence informed Strengthening Families, Strengthening Communities Parent Programme.

The intervention is designed to support parents in families where a young person is involved in, or at risk of, offending or youth violence. It aims to reduce offending by strengthening family relationships, increasing parental confidence, and promoting young peoples' self-discipline, social competencies, and self-esteem.

The successful candidate will be responsible for recruitment, engagement and ongoing support for the parents and caregivers and their young people aged 11-18 in the SFSC: Safer Lives programme, as well as the collection of baseline data for the study from participants.

Building relationships

- Work closely with families to promote understanding of and engagement with the programme and the research study, building trust, and supporting their participation throughout the process.
- Develop and maintain strong relationships with participating sites to ensure engagement, commitment and active involvement in the programme and associated research study.
- Identify and manage communication with a range of referral agencies and assess eligibility.
- Provide direct support and guidance to Peer Researchers in the team and serve as a point of escalation for them for any challenges or safeguarding concerns they identify.

Programme delivery

- Develop and implement a proactive recruitment strategy to attract families to the programme.
- Identify and secure appropriate venues, facilitators and resources.
- Coordinate the start and smooth running of SFSC: Safer Lives parenting groups.
- Work closely with co-facilitators to plan, prepare and deliver programmes, ensuring sessions are engaging and effective.
- Maintain oversight of group attendance and participation.
- Participate in the promotion of the programme/project.

Safeguarding

- Act as the safeguarding lead for parents during programme delivery.
- Respond to disclosures and concerns in line with Race Equality Foundation's safeguarding policies.
- Liaise with Race Equality Foundation's safeguarding consultant as needed.

Project administration

- Maintain robust administrative systems and records.
- Ensure research information systems (including databases and CRMs) are accurately managed and regularly updated.
- Uphold consistently-high standards of data management, in accordance with data privacy and protection legislation and best practice.

Data, research and evaluation

- Work closely with families to ensure informed consent is in place for everyone involved in the research study.
- Conduct baseline interviews and collect demographic and other required data.
- Liaise with the designated independent evaluators to support their work.
- Support Peer Researchers to engage with and maintain contact with young people involved in the evaluation process.
- Support research staff to complete follow up data collection.
- Monitor data collection practices and uphold research protocols.

Other

- Arrange and attend relevant meetings.
- Deal with all information relevant requests from manager and funders.
- Attend Foundation staff and Management Committee meetings.
- Always ensure that 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.

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
Senior Parent Programme Officer

Range of contacts
Parent Programme Officers will be expected to work with the other SFSC staff and with organisations across London or Manchester (as applicable) and key stakeholders in the implementation of this project. There will also be contact with other members of the Race Equality Foundation and its Management Committee.

Physical conditions
There are no physical conditions associated with this post.

Travel and hours of work
Applicants based in London will be expected to be able to travel across London, and within England from time to time.

Normal office hours are 9am to 5pm. The Full-time role will work 35 hours a week, Monday to Friday..

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

Person specification

Experience/qualification
Essential

- Experience facilitating programmes or delivering projects that support families where a young person is involved in, or at risk of, offending or youth violence.
- At least three years' experience of working with Black, Asian and minoritised ethnic parents, particularly those from socially disadvantaged backgrounds.
- Experience of facilitating and organising group-based parent programmes, including recruitment of participants.
- Experience of direct work with children, young people and families.
- Experience of building and developing strong relationships, particularly where trust is critical, and engaging with a range of stakeholders.
- Experience of collecting and using data or evaluation findings to inform and improve practice.

Desirable

- Existing facilitator of Strengthening Families, Strengthening Communities.
- Experience of delivering Strengthening Families, Strengthening Communities
- Experience of delivering projects that support families where a young person is involved in, or at risk of, offending or youth violence.
- Experience participating in or applying research to enhance practice, policy or service delivery.

- Experience of managing project work.
- Experience of working with researchers.
- Experience of data collection for research purposes.
- Ability to present information clearly both orally and in writing.

Skills/Knowledge/Ability

Essential

- Solid understanding of the criminal justice system or the impact of youth offending on families.
- Ability to facilitate group work.
- Strong interpersonal skills and able to build trust.
- Good organisational and administration skills.
- An understanding of the systemic inequalities and disproportionality faced by Black, Asian and minoritised communities in the criminal justice system, and the implications this has for social care engagement and support.
- Ability to communicate effectively with parents and young people.
- Ability to work well as part of a team.
- Computer literate with the ability to use computers for word processing and to maintain databases including CRM systems. Ability to use computers for word processing.
- Willingness to develop and learn new skills.
- Ability to promote and adhere to equal opportunities.

Desirable

- Knowledge of parent education programmes.
- Understanding of group work and adult learning.
- Ability to produce written material to a high standard.

Pay and Conditions of Service

This post is full time, 35 hours per week. It is a fixed-term contract until 31st March 2028, with possible extension to September 2028.

The annual salary range is £31,724-£36,087 inclusive of London Weighting.

The post location for London appointments is: Unit 17 Deane House Studios, 27 Greenwood Place NW5 1LB.

Full-time staff are entitled to 25 days holiday leave per annum. 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.

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Applications must be submitted through our recruitment portal and should include a completed application form and supporting statement specifying which location you are applying for. **We cannot accept CVs.**

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

The closing date is **Friday 27th November 2026 at midday 12pm**.

Interviews are expected to take place on Wednesday 2nd December.