



EVERY VOICE

Post: Director - Race Equality Campaigns

Hours: Part time 14hrs a week

Grade: £31,868 - £32,685 pro rata

Responsible to: Board of Directors

1 year contract with potential for extension to 2020

Primary Job Function

Every Voice is a race equality organisation based in Islington, London. Our activities promote the representation of black and ethnic minority communities, to address race inequalities and social injustices in our society.

We work with residents and groups to influence social policy through community events, research, activism and community and statutory engagement.

The role of Director - Race Equality Campaigns will be responsible for managing the organisation's campaign projects and strengthening the organisation's reach, sustainability and influence.

Main Duties and Responsibilities

- Raise and support local engagement in progressive conversation about race and inequality
- Organise events and networks to promote dialogue, cohesion, awareness and social action.
- Lobby for inclusive, accountable local policy and practice
- Produce community research and facilitate meaningful consultation activities, to gain insight on systemic drivers of inequality, and provide recommendations that will influence social policy and institutional change.
- Manage different partnership projects with local organisations and stakeholders
- Disseminate information throughout all channels; social media, website, newsletters
- Develop and deliver a campaign strategy for the organisation.
- Operations management

- Staff and volunteer management
- Fundraise and manage and monitor the organisation's grant contracts

Skills, Knowledge and Experience

1. Experience of community engagement and equality and diversity projects
2. Experience of effective campaigning and lobbying to influence government and public and/or experience of working in partnership with statutory representatives.
3. Good understanding of and interest in equality, diversity, intersectionality and knowledge of systemic racial inequalities and injustices in the UK, across areas such as health, education, employment, housing etc.
4. Skills and experience in organising and managing events
5. Good understanding of how to work collaboratively with community partners (e.g. with local authorities, community organisations, residents, and activists)
6. Good understanding of innovative participatory approaches to support community engagement, particularly with ethnic minority groups.
7. Good verbal communication skills, with an ability to liaise with a wide range of people from local communities and residents to statutory officers and other key influencers
8. Excellent written communication skills for communications, including report writing, blogging, social media and producing influential copy for campaigns, with an ability to tailor messages for different audiences and mediums.
9. Experience in researching and writing evidence-based reports
10. Good partnership working skills with an ability to work collaboratively and facilitate partnerships with a range of stakeholders across different sectors.
11. Project management and change management skills with ability of organise multiple work streams
12. Experience in fundraising
13. Experience in managing budgets
14. Self-motivated, with the ability to work unsupervised
15. Ability to record and monitor work undertaken for monitoring reports
16. Ability to manage and support staff, volunteers
17. Good IT skills including the use of Microsoft Office programs and social media channels such as twitter.
18. Basic design skills e.g. Adobe Photoshop/illustrator (non-essential, desirable)