



Policy and Practice Officer x 2

£34,216 per annum, plus workplace pension contribution

The Race Equality Foundation is a national charity working to tackle systemic racism and create the conditions for everyone to live healthy, secure and fulfilling lives and we are looking to appoint two Policy and Practice Officers.

We combine evidence, co-production and practical action to address the root causes of racial inequality. Our work focuses not only on identifying inequality, but on challenging the structural racism, discrimination and unequal distribution of power that drive them. We work alongside communities, practitioners, policymakers and institutions to develop evidence-informed solutions that improve services, strengthen communities and promote racial justice.

The Foundation has a long history of delivering innovative and influential programmes, research and policy change. This includes the evidence-based Strengthening Families, Strengthening Communities parenting programme, pioneering work on the experiences of Black, Asian and minoritised ethnic young people with a disability to older people living Dementia. At the same time, we established national collaborations to advance race equality and tools such as the Race Equity Maturity Index.

Today, our work spans health and care, employment, housing and community wellbeing. Through partnerships, research, training and policy influence, we continue to demonstrate what meaningful anti-racist systems change can look like in practice.

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 role is to contribute to the Foundation's research, policy and influencing work by helping to develop evidence-informed and co-produced approaches to tackling racial inequality and advancing anti-racist systems change. The postholder will support projects that combine research, lived experience and practical action to influence policy, improve services and strengthen communities.

The postholder will be expected to exercise professional judgement and initiative within agreed organisational priorities. The work will involve:

- Supporting the development of policy, practice and social action that advances race equality and addresses structural racism
- Working collaboratively with people with lived experience, community organisations, researchers, policymakers and practitioners to co-produce projects, policy positions and approaches to change
- Managing, supporting and delivering policy, research and practice-based projects, including planning activity, coordinating stakeholders, monitoring progress and ensuring high-quality outputs
- Identifying, analysing and communicating evidence relating to racial inequality and translating this into policy briefings, reports, consultation responses and other influencing materials
- Supporting the Foundation's wider influencing, communications and engagement activity, including meetings, workshops, events and stakeholder engagement
- Maintaining effective project administration and accurate electronic records
- Demonstrating a commitment to anti-racist practice and the values of the Foundation

Travel to attend meetings and events outside London may be required.

The Foundation has a strong collaborative ethos and seeks to foster supportive and effective working relationships both internally and with the organisations and communities with which we work.

Staff for whom responsible

None

Line Manager

Dr Jahan Foster Zabit

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, academics and policy makers.

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:

- Experience of contributing to or leading policy, research or practice-based projects, including taking responsibility for outputs, delivery and quality
- Experience of working collaboratively with people with lived experience and community organisations to co-produce research, policy or influencing activity
- Strong understanding of racial inequality, structural racism and anti-racist practice, and the ability to apply this understanding in policy and practice development
- Experience of gathering and analysing evidence to support policy development
- Understanding of how research, lived experience and community knowledge can be combined to inform systems change
- Strong written and verbal communication skills, including the ability to produce clear, accurate and accessible content for different audiences
- Strong organisational and project management skills, including the ability to manage competing priorities and deadlines
- Ability to work independently and use initiative within agreed areas of responsibility
- Experience of building and maintaining effective working relationships with external stakeholders
- Good digital skills and online research and communication tools
- Educated to degree level or equivalent experience, with at least two years' experience in policy, research, community engagement or related fields

Pay and Conditions of Service

This post is available until end of March 2027, with the possibility of extension.

The salary is £34,216, inclusive of LW, per annum, plus contribution to workplace pension.

The post location will require attendance at our London office of a minimum of two days per week.

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.

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.