



Research Assistant

Full time, £30,115 to £34,168

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 we work 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 and policy projects which explore the lived experience of Black, Asian and minority 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 minority 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 17 staff and 11 sessional workers. The Foundation has a management committee which supervises its work. The committee includes the Board of Trustees and is chaired by Karin Woodley CBE.

We are looking to recruit a Research Assistant to support the work of the Policy and Practice Team.

Job Description

Research tasks

- a. Carrying out relevant literature reviews
- b. Developing of research related tools, such as questionnaires and monitoring forms
- c. Implementing the collection of data, including visits to survey sites
- d. Implementing monitoring exercises, including visits to monitoring sites
- e. Carrying out one to one and focus group interviews
- f. Writing briefing papers and research reports as well as other written presentations, blogs and articles

Engaging stakeholders across projects

- a. Produce and disseminate project information for potential delivery partners, research participants and individuals with lived experience
- b. Establish and maintain administrative systems for record keeping to support projects
- c. Respond to information requests from funders, delivery partners, the public and within the Foundation

Working with colleagues and partners to implement research activities

- a. Meet information needs of research partners
- b. Assist in the preparation of project monitoring reports

Support user involvement

- a. Provide effective communication between those with lived experience and the Policy and Practice team
- b. Support projects by facilitating engagement of, and co-production approaches, with Black, Asian and minority ethnic communities
- c. Facilitate opportunities for those with lived experience who contribute to our work to develop additional skills and take an active role in its dissemination

Support liaison between Race Equality Foundation and partners

- a. Facilitate relationships and communication across Foundation partners
- b. Provide information and liaison across the Policy team and within the Foundation
- c. Liaise directly with funders

Other

- a. Arrange and attend relevant meetings.
- b. Deal with all information relevant requests from Funders and manager
- c. Attend Race Equality Foundation staff and management committee meetings.
- d. Ensure that at all times work 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: Jahan Foster Zabit, Senior Researcher

Range of contacts

The Research Assistant will be expected to work with the Race Equality Foundation staff, our funders and with agencies across England and key stakeholders in the implementation projects. There will also be contact with the Management Committee of the Race Equality Foundation.

Physical conditions

There are no physical conditions associated with this post.

Travel and hours of work

Applicants will be expected to be able to travel within and outside of London. Full-time staff work 35 hours a week with office hours being 9am to 5pm. However, because of the nature of some of the tasks to be performed by this post, evening and/or weekend work may be occasionally required.

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

At least two years' experience working on research projects.

Experience of organising meetings or events,
Experience of recruitment of research participants
Experience of working in a team
Educated to degree level

Desirable

Experience of a range of research methodologies
Experience of managing project work
Experience of co-production methodologies

Skills/Knowledge/Ability

Essential

Ability to present information clearly orally and in writing.
Good organisational skills
Understanding of issues relating to equality, diversity, and inclusion
Ability to communicate effectively with range of stakeholders
Ability to work as part of a team
Computer literate

Desirable

Knowledge of how lived experience voices can contribute to research
Knowledge of racial inequality as it relates to health and social care
Understanding of the charitable sector in the UK

Other Criteria

Essential

Ability to use computers for word processing and spreadsheet
Ability to use of the internet as a source of information
Good administrative skills
Willingness to develop and learn new skills
Ability to promote and adhere to equal opportunities and anti-discriminatory practice

Pay and Conditions of Service

This post is full-time on the Universities Single Spine scale and includes London Weighting. The salary range for this post is £30,115 to £34,168. The successful candidate will be appointed at the start of this range.

Payment is made on the last week day of each month direct into a bank or building society account.

This post is subject to a six month probationary period. The period of notice required to terminate the contract of employment is one month on either side.

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.

There will be an expectation of regular attendance at the Race Equality Foundation's London office at 17 Deane House Studios, 27 Greenwood Place, NW5 1LB although some home working is permitted subject to agreement with line manager.

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.

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: Wednesday 20th March, 12pm

Interview date: Wednesday 27th March 2024

February 2024