



JOB DESCRIPTION

Role	Race Campaign Manager
Department	Campaigns
Contract	Permanent
Hours	Full Time, 35 hours per week
Location	hybrid working based in one of our UK offices – London/Pudsey/Edinburgh/Birmingham/Cardiff/Belfast/Bristol
Salary	Salary band 4 – Manager £33,120 to £40,882 (Regional and home) £36,225 to £43,987 (with London weighting)
Reports to	Race Campaign Director

Purpose of Job

The Campaign Manager is responsible for the successful development, project management, implementation and evaluation of campaigns, so that Business in the Community remains at the forefront of responsible business practices.

The Campaign Manager is an ambassador and advocate for their topic area, *seizing the opportunity* to achieve the goals and strategy set out by the Leadership Team and the Campaign Director.

This role will also be part of supporting the BITC and Youth Future's Foundation partnership project team.

Main Responsibilities / Accountabilities

- Responsible for creating, organising and project managing business facing campaigns, tools and content to achieve tangible outcomes, impact and value for members
- Provide expertise for the campaign area through maintaining excellent current awareness, understanding and strong networks
- Support the Campaign Director to develop and maintain relationships with key stakeholders in the voluntary, public and private sector to inform and support existing and developing campaign activity. The Campaign Manager will be a point of contact for BITC Membership Relationship Managers on the campaign topic.
- Facilitate and manage working groups, action-learning groups, and or steering groups linked to the campaign, developing knowledge and engagement with key stakeholders. Ensuring voices are heard,





and needs are met within the strategic plan set out by the Campaign Director and the Leadership Team

- Represent and 'speak' for the campaign on a variety of platforms
- Responsible for internal collaboration, sharing knowledge and information relating to the campaign (for example, ensures that the campaign narrative is crafted in collaboration with the Communications team; products are created in collaboration with the relevant teams and members are considered within the Membership Value Proposition)
- Participate, collaborate and play an active role in intersectional project groups that create shared outputs across campaigns and BITC
- Uses initiative to solve problems across campaigns and BITC, shares experience to support other colleagues to solve problems
- Support BITC Advisers and Relationship Managers to deliver services that add value for BITC members and partners within scope of the strategic plan set out by the Campaign Director and the Leadership Team
- Ensure that campaigning activity creates measurable impact from start to finish of activities. Lead on piloting campaign activities, evaluation and follow up on outputs
- Responsible for capturing learning, reflecting issues and provoking thinking to enable the campaign area to achieve through a mindset of continuous improvement
- Manage and deliver specific projects such as funding initiatives and reports
- Support the Campaign Director with the development of proposals and plans to generate new income within the framework of the overall strategy, including developing new models for corporate engagement
- Create partnership prospect documents, proposal documents and content for fundraising bids
- Supporting and facilitating engagement and collaboration with academic and other third-party partners as opportunities arise and areas for further research are identified.
- Looking for opportunities (insight or events) for sector engagement from employers who have signed the Race at Work Charter and extending invitations to sector bodies and non-members from the sector to share and learn.
- Proactively looking for opportunities to create advisory products drawing in the insights gathered from leadership team thinking, data from research and employer feedback from advisors and RMs and actively supporting and updating the population of products with content from BITC research surveys, fact sheets and academic thematic insights.





- Strengthening the interface with the Leadership team and their champion organisations e.g. formalising feedback to them following meetings, feeding challenges identified to leadership team members. Pro-actively seeking opportunities to build the pipeline of leaders.

Responsibility of all roles

Ensure that health and safety and safeguarding requirements are met in the areas for which the jobholder is responsible

The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

Special working conditions - Attending evening and early morning events, travel to and across London and occasionally the UK.





PERSON SPECIFICATION

Knowledge

- Excellent subject matter expertise and understanding of the barriers faced by ethnically diverse talent in the workplace.
- Understanding of how change can be achieved through campaigning
- Understanding of the role that business can play in creating positive change in society

Experience

- Project management experience
- Experience of organising or mobilising individuals and groups to drive change
- Experience of working in a complex internal environment, working collaboratively with internal stakeholders and working on cross-divisional initiatives
- Experience implementing successful campaigns with demonstrable impact would be an advantage, but not essential

Skills

- Relationship Management
- Ability to work collaboratively to achieve goals with and through others (within the framework of BITC values)
- Excellent written and verbal communication skills
- Ability to solve problems and use own initiative
- Ability to be an ambassador for BITC and to speak in front of multiple stakeholders, with credibility
- Excellent organisational and planning skills with the ability to prioritise competing demands
- Ability to think critically and strategically
- Ability to understand policy, political processes and decision-making environments





Behaviours

- Act in accordance with Business in the Community's values
 - Focus
 - Passion
 - Collaboration
 - Pioneering
 - Integrity
 - Recognise the implications of working within a charity
 - Demonstrate flexibility and open mindedness
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