

Job Description and Person Specification

Job Title	Racial Justice Officer
Reports to	Head of Racial Justice Priority
Team	Racial Justice
Directorate	People
Contract type	3-year fixed term, full-time (35 hours/week)
Location	London Diocesan House, 36 Causton Street
Band	H
Requirements	No DBS Required

Job Purpose This is a new role within the Diocese of London, the role will be supporting the Head of Racial Justice Priority, in delivering the aims of the Racial Justice strategy in the Diocese of London. The postholder will sit within the wider racial justice team and be expected to have some awareness of racial justice issues with strong administrative skills. The postholder will provide high quality operational, administrative and programme support, assist in the delivery of training, audits, data collection, engagement activities and governance processes that contribute to embedding racial justice across the Diocese. Working closely with the Head of Racial Justice priority, Racial Justice Project Manager, Deans of Racial Justice and wider diocesan teams, the role ensures that activities are well coordinated, accessible, and delivered to a high standard.

About the London Diocese Fund (LDF) and the Diocese of London The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.

The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy.

Our Mission, Values, Ambitions and Priorities **Mission:** *For every Londoner to encounter the love of God in Christ.*
Values: *Confident, Compassionate, Creative, Connected*
Ambitions: *Confident Disciples, Compassionate Communities, Creative Growth.*
Priorities: *Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.*

Equality, Diversity, and Inclusion Statement

The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.

Safeguarding Statement

The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Job Scope

Direct and indirect reports	None
Budget responsibilities	None
Revenue responsibilities	None
Key Relationships	<ul style="list-style-type: none"> • Head of Racial Justice Priority • Director of People • Bishop of Edmonton, lead Bishop for racial justice • Racial Justice Steering Group • Deans of Racial Justice • LDF Heads of Department

Job Responsibilities

Education

- Coordinate and deliver logistics for LDF racial justice training programmes, including clergy antiracism and cultural competence sessions.
- Support the facilitation of training delivery, including preparing materials, managing attendance, and gathering participant feedback.
- Assist with translation and English as a Second Language (ESL) support where required to ensure accessibility.

Research & Practice (R&P)

- Support the conducting of an Access & Opportunity Audit for GMH clergy across parishes, ministries and diocesan teams, collating findings and preparing summary reports.
- Support the administration of GMH Leadership Pathways, including participant communication and session coordination.
- Maintain accurate records of training, audits, and engagement activities to support monitoring and evaluation.

Governance

- Provide administrative support to Area Deans of Racial Justice, including scheduling meetings, preparing papers, and tracking actions.

- Assist with the collation of data and documentation for governance reporting, including contributions to the Racial Justice Steering Group.

Advocacy

- Support youth safety and violence prevention initiatives by coordinating events, liaising with partners, and maintaining project documentation.
- Assist with communications and engagement activities that promote racial justice across the Diocese, including newsletters, web content and case studies.

General

- Maintain efficient administrative systems to support the Racial Justice team.
- Build positive working relationships with clergy, parishes, diocesan teams and external partners.
- Uphold the Diocese’s commitment to safeguarding, equality, diversity and inclusion in all work.

Qualifications, experience, knowledge, skills, and other requirements	Person Specification		
	Criteria	Essential	Desirable
	<i>Education and experience</i>		
	Demonstrate a strong understanding of racial justice, anti- racism, equality and inclusion, preferably within a church context	X	
	Experience and demonstrable ability to work with a diverse range of people from different backgrounds and viewpoints	X	
	Experience of organising moderate to large events		X
	Demonstrable administrative skills and experience in supporting project management	X	
	Excellent written and verbal communication skills	X	
	A willingness to understand the structure, breadth and dynamics of the Church of England and Dioceses		X
	<i>Knowledge and skills</i>		
	Evidence of project skills and the ability to build trust, promote good practice, deal with conflict and address any barriers	X	
	Empathetic to the mission and values of the Church of England	X	
	Right to work in UK	X	

Person Specification – Competencies and Behaviours	
Focus on Self	Recognises impact of own behaviour and emotions on self and adjusts accordingly
	Recognises that this is a contested area of work and therefore the postholder has developed resilience
	Respects and represents the organisation in an honest, ethical, and professional way and helps others to understand their obligations to reflect expected standards of behaviour
	Recognises and respects differences in culture, style and viewpoint
	Listens to, acknowledges and is responsive to diversity of experiences, perspectives, values, and beliefs
Focus on Others	Monitors own and others' non-verbal cues and adapts where necessary and clearly explains and presents ideas and arguments
	Prepares written material that is well structured and easy to follow by the intended audience
	Develops networks and cooperates with colleagues and partners within and outside LDF
	Proactively contributes to a positive team spirit; engages with others to share information and solve issues and problems jointly

Person Specification – Competencies and Behaviours	
Focus on Team	Supports others to succeed in change; accommodates changing priorities and responds flexibly to uncertainty and ambiguity
	Identifies and follows safe work practices; takes action to address hazards, near misses and incidents
Focus on Service	Advocates and negotiates effectively for people
	Provides service appropriately and responsively to the needs of people; confirms satisfaction with services and addresses or escalates complaints
	Understands individual role and team/unit service delivery objectives and aligns activities accordingly Initiates and develops goals and plans and uses feedback to inform future planning; accommodates and responds with initiative to changing service priorities and operating environments
	Supports and acts in compliance with the records, information, and knowledge management requirements of LDF
Aligns with organisation	Utilises understanding of LDF strategic direction and focus; supports the achievement of team goals that align with strategic objectives

Note: The precise duties and responsibilities of any job may be expected to change over time.

Please sign below to acknowledge your understanding and acceptance of the job description.

Signatures

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Employee Name	Signature	Date
Manager Name	Signature	Date