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

Job Purpose This is a key role in 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 experience in the field of racial justice with strong project management skills. This is a new role, and the post holder will be involved in shaping programme design, delivering on key projects, and building strong partnerships across diocesan, civic and community networks. They will support complex, multi stakeholder programmes that address systemic racial disparities and support the transformation of diocesan culture and practice.

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• Area Deans of Racial Justice• London Diocesan Board for Schools• Compassionate Communities department• Confident Disciples department

Job Responsibilities

Education

- Support the strategic design, commissioning and delivery of clergy anti-racism and cultural humility training, ensuring alignment with national Church guidance and diocesan priorities.
- Working alongside the London Diocesan Board of Schools (LDBS) in the development of curriculum resources, ensuring theological, pedagogical and cultural integrity.
- Support the Head of Racial Justice Priority in designing and delivering the senior leadership development programme focused on racial justice, cultural humility and inclusive leadership.

Research & Practice

- Support the Diocesan therapeutic intervention programme and pastoral care pathways for Global Majority Heritage (GMH) clergy and communities, ensuring safeguarding and clinical governance standards are met.
- Oversee GMH Listening Circles, ensuring insights are captured, analysed and translated into organisational learning.
- Support the Head of Racial Justice Priority in the Diocese’s racial justice data strategy for assigned programmes, including data governance, analysis and reporting.

Advocacy

- Project manage the Diocesan Racial Justice advocacy programmes addressing health inequalities, refugee and asylum seeker support, and other systemic issues affecting GMH communities, in collaboration with Compassionate Communities team and the Children and Youth Team.

General

- Support the Head of Racial Justice in providing expert advice to senior leaders, clergy and diocesan teams on racial justice policy, practice and organisational change.
- Lead monitoring and evaluation frameworks, ensuring robust evidence of impact and continuous improvement.

- Support the Head of Racial Justice Priority in strategic planning and cross Diocesan coordination.

Qualifications, experience, knowledge, skills, and other requirements

Person Specification		
Criteria	Essential	Desirable
<i>Education and experience</i>		
Strong understanding of racial justice, anti-racism, equality and inclusion (ideally within a church context), and experience delivering racial justice initiatives in varied contexts	X	
Experience working with a diverse range of stakeholders from different disciplines and viewpoints	X	
Experience leading engagement and/or change programmes and organising moderate to large events	X	
Educated to degree level or equivalent in a relevant field		X
Theologically literate and able to navigate the different traditions represented within the Diocese of London		X
Excellent written and verbal communication skills, presenting credibly to churches and leadership teams	X	
Willingness to understand the structure, breadth and dynamics of the Church of England and its dioceses	X	
Experience working with a diverse range of stakeholders from different disciplines and viewpoints	X	
<i>Knowledge and skills</i>		
Strong project management skills, managing multiple priorities and deadlines	X	
Ability to think strategically while managing detailed planning; comfortable operating in ambiguity with resilience and energy	X	
Excellent relationship building skills and ability to work collaboratively	X	
Ability to engage sensitively and diplomatically with a wide range of people, including exploring racism and racial discrimination with local church leaders	X	
Ability to maintain a high level of confidentiality	X	
Excellent IT skills, highly competent in MS Office	X	
<i>Other requirements</i>		

Empathetic to the mission and values of the Church of England	X	
Right to Work in the 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 LDF in an honest, ethical, and professional way and encourage others to do so; enables others to understand the legislation and policy framework within which they operate
	Recognises and adapts to individual differences and perspectives in culture, style, and viewpoint
	Positively utilises diversity as a strength in line with LDF values Promotes inclusive practices
Focus on Others	Tailors communication to the audience and clearly explains complex concepts and arguments to create shared understanding; Creates opportunities for others to contribute to discussion and debate, and avoids dominating discussions
	Requests and provides information in well written formats; prepares written material that is well structured and easy to follow by the intended audience
	Models and promotes teamwork and encourages a culture of recognising the value of collaboration; fosters productive working relationships and builds culture of consultation and works proactively to overcome barriers to collaboration
Focus on Team	Empowers team to achieve results; actively supports leadership and career progression strategies
	Positively communicates the nature of and reasons for change
	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

Person Specification – Competencies and Behaviours	
Focus on Service	Actively supports others through provision of pastoral support and encouragement Proactively provide advocacy as a core part of the support for people
	Initiates, prioritises, consults on and develops individual and team service delivery goals, strategies and plans; monitors progress against aims and goals of the team/unit when prioritising own and others' work; evaluates achievements and adjusts future service plans accordingly
	Enables others to understand the strategic direction of LDF and explains the reasons behind decisions; connects with others outside of direct

Aligns with strategy	team/department for information and expertise to support own activities and objectives and achieve alignment
	Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices, respective interests and areas of expertise

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