**Coalition for Racial Equality and Rights**

# Job Description

**Job Title: Education Advocacy Officer**

**Reports to: Executive Director**

**Salary:**  **£32,500 p.a. (based on 35 hours per week; plus 8% employer**  **pension contribution)**

**Main Purpose of Job:**

The post holder will coordinate and deliver CRER’s anti-racist education advice and advocacy project. They will advocate for the rights of Black and minority ethnic young people affected by racism in schools by providing balanced advice and advocacy for parents and carers seeking support on these issues; developing resources; and influencing education policy in Scotland from an anti-racist perspective.

Due to the sensitive nature of this project, the post holder needs to have lived experience of facing racism. CRER is therefore applying an occupational requirement under the Equality Act 2010 to this post. Applicants must be members of a minority ethnic group which has been negatively impacted by racialisation.

## **Key Responsibilities:**

**Overarching**

* Identifying and communicating comprehensive information on legal, policy and practical levers to help resolve issues of racism in schools

**Advice and advocacy**

* Operating a telephone and email based advice service for clients (parents and carers of young people affected by racism in schools) who are experiencing difficulties in resolving the situation
* Advising clients about potential ways to seek resolution
* Supporting clients with tasks such as drafting letters, and in some cases providing additional advocacy support such as attending meetings or facilitating communications between clients and authorities
* Signposting clients to sources of support for difficulties outwith the remit of the service
* Maintaining an effective case management system

**Resource development**

* Producing a range of online resources and content to support parents and carers, young people and teachers to seek effective resolutions to racism, and to promote anti-racism, in schools
* Marketing and disseminating information about / relevant to the service, including via social media and email
* Promoting the use of the service and resources through engagement with stakeholders in the education and race equality sectors

**Policy and influencing**

* Generating evidence on racism in Scotland’s schools through anonymised and composite case studies based on information from users of the advice service
* Assisting colleagues within CRER’s policy team to develop evidence-based policy interventions regarding racism in education, and contributing to CRER’s policy work (for example engaging with Government) where needed
* Creating opportunities for interested parents and carers to influence policy by sharing their experiences with policy makers
* Linking with stakeholders and campaigners who have an interest in tackling racism in schools to encourage joined-up policy interventions



* Working collaboratively across the organisation, including covering duties of other staff as required
* Developing and maintaining robust mechanisms for tracking the project’s progress and evidencing its impact
* Liaising with and reporting to the project’s funders
* Helping to publicise CRER’s work and objectives, including by regularly contributing online content
* Any other duties required for the successful implementation of CRER’s objectives

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities of the post-holder. The organisation reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation’s business.

Hours of service are in development and may require working one evening per week, flexible location. This will be planned in consultation with the successful candidate.

**Person Specification**

**Key Requirement**

* A desire and ability to make a real improvement to racial equality issues in Scotland

**Qualifications**

* Degree level qualification or equivalent experience

**Skills and Knowledge**

* Excellent oral and written communication skills, including an ability to engage with a range of audiences
* General understanding of the Scottish school education environment / education sector
* Strong understanding of structural racism in Scotland and how it manifests in personal, social and institutional forms

**Experience**

* Experience of providing advice and/or advocacy services
* Experience of project/work coordination
* Involvement in challenging racism at either a personal and/or organisational level

**Competencies**

* Strong interpersonal competency, including an ability to negotiate and to build and maintain excellent working relationships at all levels
* Ability to provide a professional, non-judgemental, diplomatic and supportive service with respect and empathy
* Ability to manage the emotional demands of the role
* Skilled listener and communicator with an ability to synthesise and summarise complex information accurately
* Ability to work under pressure, handle busy workloads and meet tight deadlines
* Ability to work independently and to exercise initiative and judgement
* Willingness to work flexibly, and to contribute to the overall team effort