

CEMVO Job Vacancy

Race / Equalities Support Officer

Hours of Work: Part-time (25 hrs per week)

Salary: £28,000PA (£20,000 pro-rata) + 4% employer pension contribution

Length of Contract: Fixed term to 31st March 2030

Office Location: Glasgow with hybrid working

We are seeking a person with extensive knowledge and understanding of Anti-Racism and Intersectional EDI to support the further development of the Scottish Environmental EDI Network (SEEN) which is part of our Race Equality Environmental Programme (REEP). SEEN is a wide membership of environmental sector organisations that are committed to developing improved anti-racism and intersectional equality policies and good practices within their organisations. You will therefore need experience in developing anti-racism and intersectional good practice guidance and toolkits such as race / equality policy templates and good practice briefing materials for shared learning.

It would also be highly desirable (though not essential) if your knowledge of anti-racism and intersectional equalities has been developed through experience in delivering race / equalities training and providing consultancy support to organisations.

You will also be responsible for promoting membership to the SEEN, developing SEEN newsletters and developing / updating anti-racism good practice materials on the REEP good practice hub, and so you will require good digital skills, ability to develop newsletters, and working knowledge of uploading materials onto websites / hubs.

If you have a strong passion for anti-racism, intersectional equalities and the environment then this post will be an ideal opportunity to help influence and progress race and intersectional equalities within the environmental sector.

To Apply:

To apply for this position please submit an updated CV and accompanying supporting statement highlighting your skills and experience relating to the person specification for this post.

For all enquiries relating to this post, including obtaining an equalities monitoring form to submit with your CV, please contact Wayne Lee on 0141-248-4830 or email wayne.lee@cemvoscotland.org.uk

Please submit your application (CV, supporting statement, & equalities monitoring form) to: info@cemvoscotland.org.uk

Closing Date for Applications: Monday 16th November @ 12.00pm.



Job Title: Race / Equalities Support Officer

Responsible to: Chief Executive

Hours of Work: Part-time (25 hours per week)

Salary: £28,000 PA (£20,000 pro-rata) + 4% pension

Length of Contract: Fixed-Term to 31st March 2030

Office Base: Project is Scotland wide with office base being Glasgow, but we have hybrid working currently in operation.

Main Objectives of the job

You will be working as part of the Race Equality Environmental Programme (REEP) Team to deliver the following main areas of work:

To support the further development of the Scottish EDI Environmental Network (SEEN), including drafting anti-racist / intersectional good practice toolkits and developing / updating the REEP good practice hub.

To promote membership to the SEEN through digital promotion and newsletters.

To support the engagement between mainstream environmental stakeholders through the SEEN and EM groups / communities, including organising exchange learning visits and events.

To support the REEP Environmental Race Equality Officer in delivering anti-racism training and consultancy to environmental organisations, and at times lead on these delivery activities.

Specific Duties and Responsibilities

- To draft ant-racist & intersectional good practice materials and toolkits in response to the needs identified by SEEN members.
- To develop a resource hub of anti-racist and intersectional equalities good practice materials and toolkits (e.g. policy templates, guidance documents, etc) for SEEN members and REEP clients
- To undertake digital promotional activities (e.g. social media, electronic mailings, newsletters, videos, podcasts etc) to promote and increase the membership of SEEN.

- To organise peer and exchange learning events and activities for SEEN members, including exchange visits between environmental sector organisations and EM groups, which include undertaking EM outreach activities.
- To provide support to the REEP Environmental Race Equality Officer in the delivery of anti-racism and intersectional equalities training and consultancy to environmental sector organisations, and occasionally leading on these delivery activities.
- To work closely with CEMVO Environmental Projects Co-ordinator, REEP Environmental Race Equality Officer and other CEMVO environmental staff in the delivery of the programme, and to be involved in other CEMVO environmental related work for the advancement of CEMVO
- To produce regular reports for the Chief Executive on progress and outcomes of the Programme.
- To undertake other such other duties, including drafting funding applications as may be necessary to further the work of CEMVO Scotland.
- To observe and comply with CEMVO Scotland's policies, procedures, systems and standards and to contribute to their implementation and development.
- To travel across Scotland and to work evenings and weekends on an occasional basis as required.



PERSON SPECIFICATION

ESSENTIAL

- Extensive experience in drafting / developing anti-racism and intersectional equalities good practice materials and toolkits such as race / equality policy templates, good practice guidance materials, videos, podcasts, etc
- Excellent digital and promotional skills – including social media, undertaking electronic mailings, developing newsletters, leaflets, podcasts, videos, etc.
- Knowledge and skills in developing good practice hubs, including updating and loading materials onto websites.
- Experience in developing evaluation tools and undertaking evaluation to track and measure successful outcomes
- Good knowledge and skills in using online platforms such as Zoom and Microsoft Teams to deliver events
- Good communication, inter-personal and networking skills, including good presentational and public speaking skills
- Good organisational skills, including organising events and planning own work-load to meet deadlines to achieve project outcomes
- Commitment to the development of the ethnic minority voluntary sector, as well as good understanding of the issues affecting the sector
- Excellent report writing skills
- Ability to travel across Scotland to attend events, meetings, conferences, etc.
- Able to be flexible in working occasional weekends and evenings and working from home.

DESIRABLE

- Experience in organising peer learning events and activities, including exchange learning visits between EM groups and mainstream organisations

- Experience in organising and facilitating community engagement between EM groups / communities and mainstream organisations, particularly within the environmental sector
- Experience in undertaking outreach work, particularly among ethnic minority groups / communities
- Experience in delivering anti-racism and intersectional equalities training, and delivery of race / equality consultancy support to organisations
- Experience and knowledge of environmental issues