

Dear Applicant

Thank you for your interest in this post, **Anti Racism Development Officer** with **nia**.

This application pack includes

- Information for applicants
- About **nia**
- Advert
- More about this post
- Job Profile
- Person Specification

If you are interested in applying for the job, please download an application form. **When completing it please relate your application to the requirements stated in the person specification**, as shortlisting for interview is dependent on the extent to which your application matches these.

Please complete the application form in full. Please do not include any additional documentation such as Curriculum Vitae, as the Organisation requires candidate's information to be in a standard form on its own application form.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us within two weeks after the closing date, you should assume that on this occasion your application has been unsuccessful.

Your completed application form should be returned marked 'application form and the title of the post (s) that you have applied for' via email to administrator@niaendingviolence.org.uk by the closing date. Any late applications will not be accepted.

Yours faithfully,



Rachel Evans
Head of Central Services

INFORMATION FOR APPLICANTS

OUR APPLICATION AND OUR RECRUITMENT PROCESS

Applying for a job

nia's recruitment policy intends to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you. It means that if already work for **nia**, we do not take into account your personal file.

The information you provide in your application form is the only information we will use in deciding whether you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you compete it as effectively as possible.

Using the person specification

The **person specification** is the list of criteria or requirements regarded as necessary for the post. **To be considered for an interview you have to fulfil each point of the person specification marked "X" in column A (application).**

NB: Please note the maximum word count is 2500 words.

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined.

Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for I organised.... etc) Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions.

Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relate to the job you are applying for.

Completing the application form

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

Write out the form in rough first to avoid mistakes and repetitions.



Make sure you complete the form clearly, and type it or use dark ink (black ink shows up best when photocopied).

In completing the references section, please give as your referees your current and most recent employers where possible.

*Send your form to **nia** on time **and keep a copy.***

If you would like your receipt of application acknowledged, please enclose a stamp-addressed envelope or postcard, which we will return to you.

Shortlisting

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to the skills and experience in the person specification, and **applicants who meet requirements marked "X" on the A (application) column will be shortlisted for interview.** Only information contained in the application will be considered in making the decision to shortlist.

Interviews

The interview panel is normally made up of three people who ask each candidate questions covering the relevant criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the essential requirements of the post. Shortlisted candidates will be asked to complete a task/presentation either at or before the interviews. You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members have to keep a record of their assessment of each candidate so that the reasons of their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

Feedback

If you are unsuccessful and feel that feedback on your interview would be helpful in applying for other jobs, please email Rachel Evans, Head of Central Services at revans@niaendingviolence.org.uk who will be pleased to arrange this for you.

nia has been delivering services to women and children who have experienced domestic and sexual violence for 40 years.

The organisation has three main aims, which are to provide services for women, children and young people who have experienced male violence, working to end male violence against women and girls, and to inform and influence policy and public awareness. We achieve these aims by

- providing high quality services for women, girls and children who have experienced or are at risk of male violence,
- increasing awareness of violence against women, girls and children and developing services, contributing to research, debate and policy initiatives to prevent it,
- challenging inequality and discrimination and celebrating diversity,
- empowering and supporting women and children, and
- Increasing and developing the effectiveness of resources through partnership, collaboration and multi-agency action.

Presently, **nia** is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to the needs of women who face multiple disadvantage and barriers to accessing services, they currently include:

- **East London Rape Crisis** - for women and girls who have experienced any form of sexual violence -including rape, sexual assault and child sexual abuse - regardless of when it occurred, who it was perpetrated by and whether or not it was reported to the police.
- **The Emma Project** - a pioneering service for women who are escaping domestic and sexual violence and who use substances problematically; more than a third of the women who have lived in the refuge have also been exploited through prostitution. The women who enter the project have frequently been excluded from and/or refused access to other types of refuge provision.
- **Daria House** - a refuge for women who have been sexually exploited, with a particular focus on supporting women who have been exploited through involvement in prostitution. We offer non-judgemental support, information and advocacy. We help women to access housing and welfare benefits, legal advice, healthcare, drug and alcohol services and other specialist services for women in prostitution.
- **Jan's Place** - Jan's Place opened in autumn 2022 and became **nia's** third specialist refuge offering trauma informed accommodation and support to women living with multiple disadvantages, in particular problematic substance use (including illegal and/or prescription drugs and/or alcohol) who have been subject to domestic violence and abuse, recognising that this may overlap with sexual violence and prostitution.

- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate two different IDVA services in Haringey and Hackney where outreach workers support women who have been identified by the MARAC as being at high risk of serious domestic violence and homicide. The Hackney and Haringey services are double accredited holding SafeLives Leading Light status and the Advice Quality Standard for casework with women.
- **IRIS** - a GP training programme and advocacy support to improve the health care responses to domestic violence and abuse. **nia** delivers IRIS in Hackney and Haringey
- **East London Exiting and Advocacy Project, (ELEA)** - offering outreach and one-to-one support to women involved in prostitution. **The ELEA Project** helps women access housing, welfare benefits, legal advice, drugs and alcohol services, specialist counselling and routes to exit prostitution. Women are also supported through access to employment training, education, volunteering and sustainable employment.
- **The Anita Project** -devised to bring about long-term sustainable change for women facing multiple disadvantage and who are involved in prostitution in London. This service includes advocacy, group work and nighttime outreach.

nia is part of ASCENT which is a partnership of 22 specialist organisations within the London Violence Against Women and Girls (VAWG) Consortium, delivering a range of services for survivors of domestic and sexual violence.

Training and Groupwork

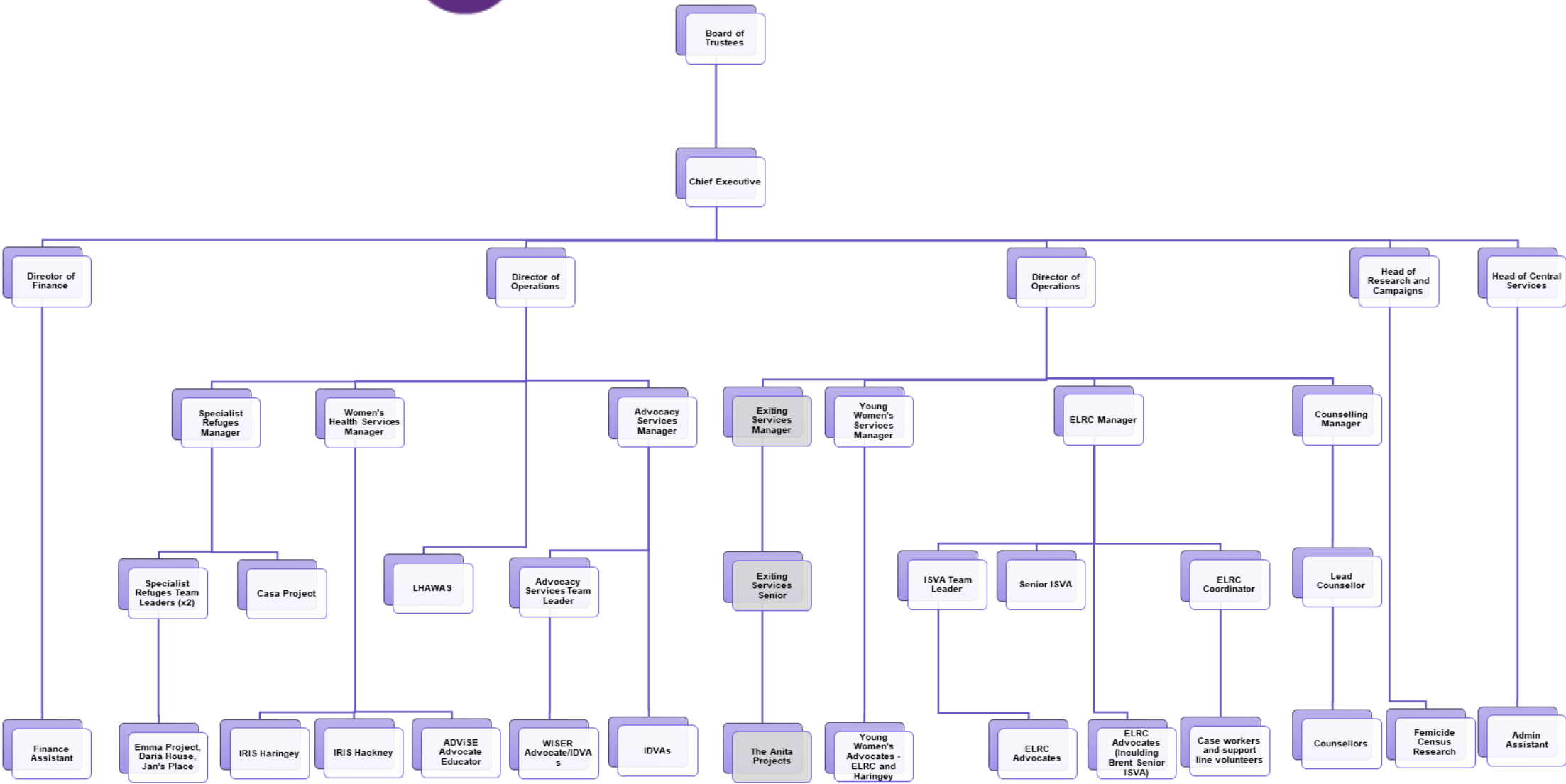
We can provide training and groupwork to agencies, professionals, women's groups and young women.

- Areas we specialise in include
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

How to contact us

www.niaendingviolence.org.uk
info@niaendingviolence.org.uk

Address: P.O. Box 58203, London, N1 3XP
Telephone 0207 683 1270



Funding for these services expires in March 2023. Possibility of further funding but not ongoing so will have to end (and hopefully restart).



ADVERT

nia has been delivering services to women, girls and children who have been subjected to sexual and domestic violence and abuse, including prostitution, since 1975. The organisation has three main aims: to provide services for women, girls and children who have experienced men's violence; contributing to ending male violence against women and girls, and to inform and influence policy and public awareness.

nia is now entering the next phase of our work to become an Anti-Racist organisation and we are seeking a Development Officer to support us with this next stage. The Anti-Racism Development Officer will play a key role in the delivery of the Anti-Racism action plan and in embedding Anti-Racist practices across the organisation.

We are seeking to recruit to the following new post:

Job Title: Anti-Racism Development Officer
Job Ref: **nia** 163
Hours: 21hrs per week
Contract Type: Fixed term until September 2025 (extension possible)
Salary: £17,400 – £19,800 (FTE £29,000 - £33,000) subject to experience and qualification)

Part of the role includes Co-ordination of **nia**'s Anti-Racism Working Group to co-produce tangible outcomes; harnessing the expertise of those most impacted by racism and embedding an Anti-Racist framework across the organisation.

We're looking for a highly organised and self-motivated woman who is passionate about ending violence against women, girls and children. You'll have a 'can-do' approach and demonstrable commitment to **nia**'s approach to prioritising women, upholding and promoting feminist, trauma-informed and anti-racist practice.

To apply, visit our website www.niaendingviolence.org.uk and download a job profile and application pack. CV's will not be accepted. Applications can be returned via email to administrator@niaendingviolence.org.uk.

Closing Date: 10am, 7 May 2024
Interview date: 16 May 2024

The post is subject to an enhanced vetting and barring check and open to women only. Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies



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Job Profile

Position Title:	Anti-Racism Development Officer
Salary:	£17,400 – £19,800 (FTE £29,000 - £33,000)
Hours:	21 hrs p/w
Term:	September 2025
Team	Central Services
Line Manager:	Director of Finance and Head of Central Services
Location:	Hybrid Working (Islington office & home)

THE ROLE:

nia recognises that it is not sufficient to not be racist, but that we must be anti-racist. That is, actively challenge racism and racist structures both operationally and strategically. We are determined to embed anti-racist best practice at every level of the organisation.

A. AIMS OF THE POSITION:

- To work alongside the Anti-Racism Working Group and Senior Leadership team to deliver and implement the specific objectives set out in the Anti-Racism Action plan, ensuring the plan is a live document and is formally reviewed on an annual basis.
- Co-ordinate **nia**'s Anti-Racism Working Group to co-produce tangible outcomes; harnessing the expertise of those most impacted by racism and embedding an Anti-Racist framework across the organisation.

B. SPECIFIC AREAS OF RESPONSIBILITY

1. Delivering and Implementing Action Plan

- Holding responsibility for implementation of the organisation's Anti-Racism Action plan, working to agreed timescales.
- Working with women at all levels of the organisation as appropriate to create, complete and review actions.
- Keeping abreast of good practice, policy and legislation in relation to Anti-Racism and broader equalities areas to ensure the action plan is robust and relevant.

2. Co-ordination of the Anti-Racism Working Group (ARWG)

- Providing all administrative and secretariat support to the ARWG including meeting invites, agendas and minutes.
- Working collaboratively with the group to ensure activities, actions and outcomes are co-produced.
- Ensuring actions are carried out between meetings, and that there is a collective responsibility for progressing the work of the group.
- Working with the group to review the Terms of Reference, group structure and membership on a regular basis to ensure the group is fit for purpose.



3. Training and Development:

- Devise and co-ordinate an Anti-Racism Induction pack for new starters.
- Working with Central Services and the ARWG to complete a training needs analysis.
- Devising and co-ordinating the Anti-Racism training calendar.
- Supporting with training co-ordination for other areas of equity and diversity.
- Researching and sourcing relevant training for the organisation.
- To support the development, delivery and of anti-racism events, activities and initiatives such as Black History Month.
- Working with colleagues to evaluate training.

4. Data collection and Monitoring

- Gathering data across the organisation, including but not limited to recruitment and training data.
- Working with the ARWG and Senior Leadership team to produce staff surveys.
- Working with the ARWG and Senior Leadership team to analyse data and identify gaps and areas for improvement.

5. Communication:

- Keeping up to date what's happening in the wider world; including policy, legislation, events and best practice.
- Producing briefings for the Senior Leadership team.
- Producing regular newsletters for the staff team regarding the work of the Anti-Racism Work and other relevant updates relating to Equity, Diversity and Inclusion.

6. GENERAL DUTIES

The general duties of the position include:

- Acting in accordance with **nia's** policies and procedures
- Prioritising women, upholding and promoting feminist, trauma-informed and anti-racist practice
- Working in a manner which positively promotes the aims and objectives of the organisation
- Positively upholding and promoting **nia's** feminist ethos and commitment to equality, diversity and anti-discriminatory practices
- Compliance with the Health and Safety at Work Act, and taking reasonable care of personal safety and that of other persons and resources whilst at work
- Attend and participate in regular training when required
- Attend and participate in regular supervision, staff and other meetings as necessary and attending management committee meetings when required.
- Carrying out your own administrative duties
- Undertaking any duties consistent with the post as may be reasonably requested by the Chief Executive and Board of Trustees

PERSON SPECIFICATION Anti-Racism Development Officer

Key to table

A	Application areas will be used to shortlist
T	Tested at interview
I	Tested at interview stage

Please provide a supporting statement addressing all shortlisting criteria marked with “X” in the Application column (maximum word count: 2500 words).

		A	I	T
1	Experience of working within the Violence Against Women and/or Children/Young People’s sectors or similar field	X		
2	Knowledge of the issues facing women, children and young people affected by violence against women		X	
3	Knowledge of good practice, policy and legislation in relation to Anti-Racism and broader equalities areas	X	X	
4	Experience of working collaboratively to achieve common aims and objectives	X	X	
5	Experience of data collection and analysis		X	X
6	Experience of delivering equality, equity and diversity initiatives (<i>Desirable</i>)	X		
7	A demonstrable commitment to Anti-Racist practice		X	
8	Excellent communication skills with the ability to communicate effectively <ul style="list-style-type: none"> • with service users and statutory, voluntary and other stakeholders • verbally and in writing advocating for service users, raising awareness of violence against women issues and representing nia 	X	X	X
9	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs	X	X	X
10	Ability to work independently and within a team, to plan and manage a complex workload, meet deadlines, problem-solve and respond to unplanned demands		X	x
11	A broad base of administrative skills including; Word, PowerPoint, Excel and using databases. Ability to take high quality minutes and produce agendas.	X	X	X
12	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives		X	
13	Commitment to and ability to demonstrate, and apply nia ’s values, including (but not only): centring female victim-survivors of men’s violence, abolition of prostitution whilst supporting women in prostitution and anti-racism	X	X	
14	Evidence of continuing professional development and relevant qualifications/training	X		