**Coalition for Racial Equality and Rights**

**Research Officer:**

**Job Description / Person Specification**

**Reports to: Executive Director**

**Salary: £29,229 p.a.** (plus 8% pension contribution)

This post is partly funded by public donations. We would like to thank our regular donors, donors in support of Black Lives Matter who have kindly donated, and friends of CRER in the music industry who raise funds through their work.

**Job Description**

**Main Purpose of Job:**

Using your lived experience perspectives of racism and racial inequalities to contribute to the development and implementation of CRER’s research workstreams and the wider work of the organisation. This includes providing a high quality evidence base to inform our work, ensuring that anti-racist perspectives and anti-racist actions are embedded in public policy.

**Key Responsibilities:**

**Information and Consultancy**

* Undertake desk-based research to gather evidence, analyse and interpret data in order to produce high quality briefing papers on race equality related issues
* Contribute to CRER’s focus on evidence based policy by providing a lived-experience perspective to our research and policy work and gathering evidence from people with lived experience of racism / stakeholders from the BME voluntary sector
* Use research analysis in areas such as legislation, employment practices and service provision to inform the work of external stakeholders (including decision makers, public bodies and other partners)
* Provide research input for our work to support Scottish Government in taking evidence based anti-racist approaches in their work on race equality, for example the Race Equality Framework and Public Sector Equality Duties
* Keep informed of, analyse and interpret other relevant research and published data that relates to race equality in Scotland and the UK

**Policy and Liaison**

* Use evidence based and rights based research and policy analysis to effectively influence local, national and international policy in relation to race equality, human rights and other equality issues
* Be alert to gaps in policy and research areas in order to inform CRER’s priorities and development needs

**Education and Alliance**

* Develop and implement initiatives to educate/build capacity on racial equality, anti-racism, community cohesion and human rights and promote the embedding of these issues in public and civil life, and wider discourses, in Scotland
* Build relationships with key BME organisations, activists and other appropriate stakeholders to ensure that the strongest possible partnerships are in place to effectively build a proactive anti-racist Scotland

**Other**

* Work collaboratively across the organisation, including covering duties of other staff as required
* Utilise opportunities to publicise CRER’s work and objectives, including by regularly contributing to CRER’s website and social media presence
* 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 required from employees in this role. 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.

There is a requirement to work flexibly, including working occasional evenings and weekends (with notice wherever possible). CRER is family friendly and offers flexibility outwith core working hours.

**Person Specification**

Please note that we welcome applications from early career researchers. Although you must meet the criteria within the person specification, you may refer to unpaid work or academic experience in your application if you feel these are stronger than examples of paid work experience.

**Qualifications**

* Degree level qualification or equivalent experience

**Skills & Knowledge**

* Outstanding research and analytical skills
* Knowledge of equality issues, particularly regarding race and racism
* A good understanding of current and emerging issues relevant to CRER’s work
* Excellent oral and written communication skills, including an ability to engage with a range of audiences

**Experience**

* Experience of research analysis and disseminating results (this can be in a paid or unpaid capacity)

**Competencies**

* Strong interpersonal competency, including an ability to influence and to build and maintain excellent working relationships at all levels
* Strategic and analytical thinker
* Ability to work under pressure, monitor and evaluate own work and to exercise initiative and judgement
* Willingness to work flexibly, and to contribute to the overall team effort

**General**

* Highly motivated self-starter, with a desire and ability to use your lived experience of racism and racial inequalities to make a real improvement to racial equality issues in Scotland