



RECRUITMENT PACK

Anti-racism Manager

Location: remote working & Cardiff

Closing date: 12pm (noon), Tuesday 7th May 2024

Interview 1: Thursday 16th May 2024

Interview 2: Wednesday 22nd May 2024

Welcome

Thank you for your interest in the Anti-racism Manager role. This is a new role funded by the Welsh Government to help deliver on the anti-racism agenda within housing in Wales. The role is currently funded for 14 months with a potential for extension or permanent contract (subject to funding).

Tai Pawb is Wales' leading organisation promoting equality and diversity in housing. We imagine a Wales where everyone has the right to a good home. We support our members to help them embed equality and diversity into everything they do and we influence policy makers.

This is an exciting time to be joining Tai Pawb, as we enter the fourth year of our [Deeds not Words](#) pledge and expand our anti-racism work to help deliver the Welsh Government [Anti-racist Wales Action Plan](#).

Our remit is quite niche and we do not expect applicants to be experts at both anti-racism and housing from the beginning. For this role, the most important elements are your **commitment** to the values of anti-racism, your **personal experience** of racism **and expert knowledge** in how it **operates** within organisations and how to **work with** them to tackle it.

The urgency of this work has been laid bare by the impact of COVID-19 on Black, Asian and Minority ethnic people and the horrific murder of George Floyd. Many have looked at their previous efforts and acknowledged their failures through a new lens. In 2020 we embarked on our Deeds not Words initiative. The publication of Anti-racist Wales Action Plan is an opportunity to expand what we have already done and to work with others to implement tangible change.

One of the great things about working in a compact organisation like Tai Pawb is that you can readily develop a variety of skills, expand your networks and build your own profile. It's particularly satisfying as you can see the direct impact of your work - you can really influence our direction and decisions don't take long. This is a fantastic opportunity to apply your skills and develop your potential in an organisation which is committed to supporting you in your career journey.

If you have questions or not sure whether to apply - please give me a ring on 029 2278 8911. I look forward to receiving your application.

Alicja Zalesinska

Chief Executive Officer

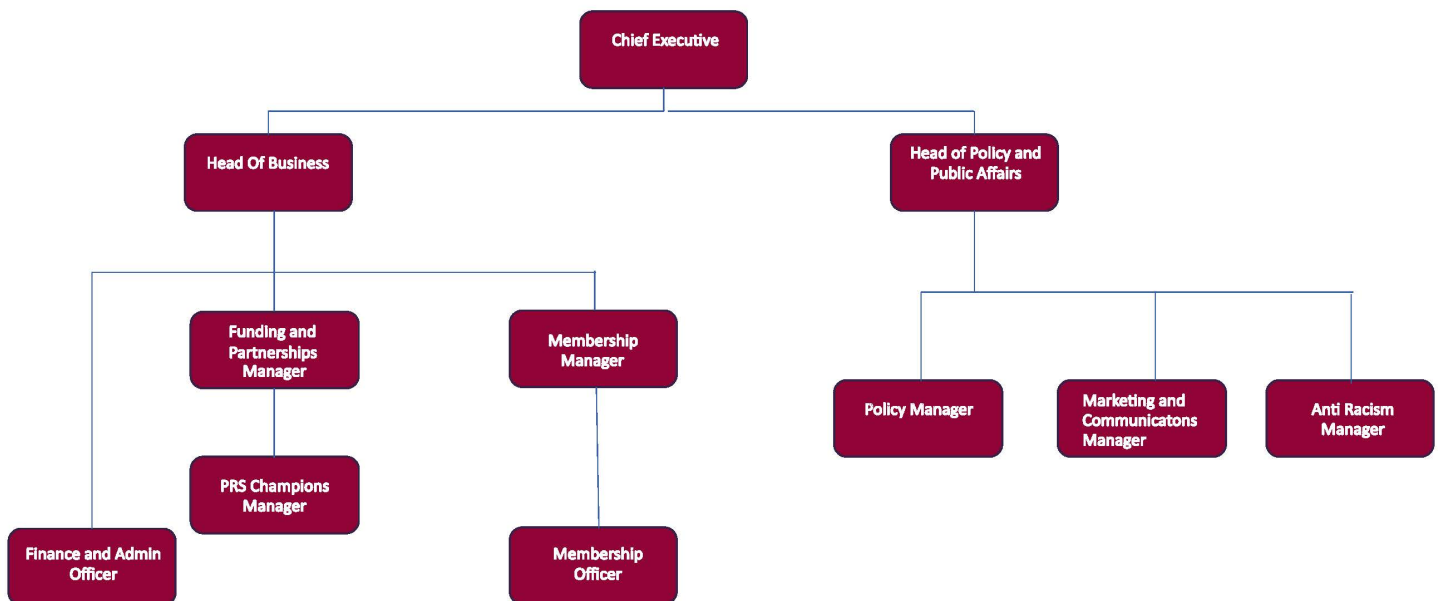
About Us

Who We Are

Tai Pawb is the leading national organisation promoting equality and diversity in housing. Our vision is Wales where everyone has the right to a good home. We support and work with our members to help them put ideas into practice, we influence policy makers to make housing policy fair and we are the thought leaders on equality, diversity and human rights issues for the housing sector and beyond.



Our Team



Why work at Tai Pawb?

Benefits



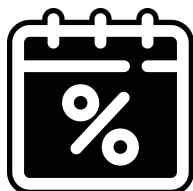
SALARY

We offer a competitive salary. This is benchmarked regularly against industry standards.



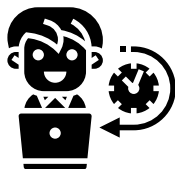
PENSION

A defined contribution pension scheme. Tai Pawb will contribute 5% to your pension.



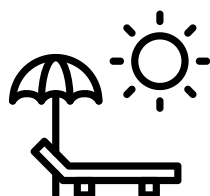
4 DAY WORKING WEEK

Between April 2024 and March 2025 Tai Pawb is trialling a 4 day working week. The 4DW is based on a principle of delivering 100% of the work, in 80% of the time, for 100% of salary (it doesn't mean compressed hours or pro-rata pay) [read more here](#)



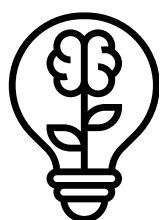
FLEXIBLE WORKING

The successful candidate's main base of work will be at home. We have an office base in Cardiff that can be used throughout the week according to staff members' needs. There's an expectation that you will meet at regular intervals with your line manager to discuss project work.



LEAVE

Staff are entitled to 23 days of annual leave and 8 Bank Holidays. We also offer generous maternity, paternity, adoption and shared parental leave.



SHAPE THE ORGANISATION AND OUR WORK

Joining Tai Pawb gives you the chance to help shape our work as well as our responses to opportunities and challenges in the housing and equalities sector. We are a genuinely collegiate and collaborative organisation that values staff input and experience.

Job Description

Post: Anti-racism Manager

Responsible to: Head of Policy and Public Affairs

Salary: £37,132/annum

Hours: 28 hours p/w (flexible approach to hours worked) We currently operate a four-day week on a trial basis, where you will receive 100% of the salary for 80% of the hours and 100% of the outcomes. We do not work on Fridays.

Contract: 14 months (possible extension/permanency subject to funding)

Location: Primarily at home with access to office and at least monthly office sessions (reasonable adjustments for the successful person if required)


Key relationships: Policy team, membership team, housing associations, local authorities, third sector housing support organisations, race advocacy organisations,

Purpose of the post

This new post will work closely with the Senior Leadership and wider team. The postholder will bring both: personal experience of racism and expertise in how it operates in public policy and practice. They will use it to support us and our members in delivering on [Deeds not Words pledge](#). They will also work closely with the Welsh Government, housing, third sector organisations and communities to help implement and monitor the impact of the Welsh Government's [Anti-racist Wales Action Plan](#) (selected housing actions). This post is funded by the Welsh Government.



BLACK
LIVES
MATTER



Deeds Not
Words

Deeds Not Words

A pledge to end racial inequality in housing

Job Description

Key Duties

- Organise and help facilitate Deeds not Words leaders' meetings (meetings of senior leaders from the 30 organisations which signed up to the initiative)
- Support the work of Deeds not Words panel of ethnic minority housing professionals (e.g. helping organise meetings, coffee mornings & supporting opportunities to influence policy and practice)
- Help with monitoring the impact of Deeds not Words via engagement with members and progress surveys
- Work with Tai Pawb team to support housing organisations with embedding anti-racism into their policy and practice (via advice, promotion of good practice, events etc.)
- Set up mentoring/reverse mentoring opportunities for ethnic minority housing professionals
- Collect and analyse data on racial diversity and anti-racism training within housing workforce
- Work with the team to promote good practice and resources on anti-racism and housing via Tai Pawb communication channels
- Support the development of anti-racism delivery plans in housing sector organisations and help monitor whether plans are present.
- Help review Tai Pawb's Hate Crime & Housing toolkit and support promotion of hate crime training in the sector
- Collaborate with the team and partners to develop a good practice guide on assessing and meeting ethnic minority people's housing needs and update Tai Pawb's good practice guide on culturally appropriate design
- Conduct ethnic minority tenants' survey with third sector and other partners and help ensure that results influence policy and practice
- Help to ensure that the voices of ethnic minority tenants influence policy and practice in housing. This includes working with partners to directly engage with ethnic minority tenants and setting up ethnic minority tenants' panel/network.
- Undertake any other tasks as may be required from time to time as a member of a small team with a national remit

Person Specification

Knowledge & experience

Essential	Desirable
<ul style="list-style-type: none">• Personal experience of racism• Expertise in how racism operates within institutions and how it can be tackled on a policy and practice level• Experience or understanding of how public services work• Track record of developing effective, credible relationships with a wide range of stakeholders• Experience of developing and conducting research/surveys and presenting results• Ability to spot patterns of racial disparities across policy and practice	<ul style="list-style-type: none">• Understanding of the role of a national membership organisation• Project management

Skills & competencies

<ul style="list-style-type: none">• Demonstrable commitment to anti-racism, equality, diversity & inclusion• Ability to use and present expertise in ways that can be applied by policy makers and practitioners offering challenge and solutions• Group facilitation skills• Excellent verbal and written communication skills for a variety of audiences and purposes• Highly organised with project planning skills and the ability to work independently• Advanced level IT skills including Excel, Word, PPT and Survey Monkey or similar	<ul style="list-style-type: none">• Ability to communicate in Welsh
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Next Steps



To apply for this position, please send application form and the equalities monitoring form to;

andrea@taipawb.org

by **midday, Tuesday 7th May**

Should you have any questions or would like to discuss the role further then you can contact Alicja Zalesinska, CEO on 02922 788 911 or alicja@taipawb.org



Tai Pawb is an equal opportunities organisation. **We particularly welcome applications from candidates from diverse backgrounds.** All Black, Asian, Ethnically Diverse and disabled candidates that meet the essential criteria will be guaranteed an interview at Stage