



Role Description and Person Specification

Racial Equity Coordinator

TITLE: Racial Equity Coordinator

LINE MANAGER: Director of Racial Equity

ROLE TYPE: Full time, 35 hours per week, 5 days a week. Flexible working, with some evening and weekend commitments.

KEY WORKING RELATIONSHIPS: The post holder will also work with, Bishop Saju Muthalaly, the Intercultural Ministry Director and department, Diocesan Board of Education, clergy and lay ministers, and anyone else deemed necessary to support and achieve the goals of the role. The post holder will be expected to be familiar and/or stay up to date with national church thinking and best practice concerning racial justice (as appropriate) with regional and national networks.

EQUALITY, DIVERSITY and INCLUSION: Leicester Diocese is committed to treating our whole community with dignity and respect. We desire to represent diverse identities within our community whether this be by race, culture, religion, sexual orientation, gender, disability or social background of each person to ensure they fulfil their potential within a proactive, loving and caring environment.

PURPOSE:

The purpose of this role is to provide executive support and work with the Director of Racial Equity (DRE) to implement and deliver outcomes of the Leicester Diocese Racial Equity Strategy. This role provides comprehensive administrative and operational support for racial equity within the Diocese. You'll work on a range of projects, events, and initiatives designed to support churches, clergy, and the wider diocesan community in fostering racial justice and equity. This role requires someone passionate about equity and diversity, with strong organisational and communication skills.

- Planning, co-ordinating and delivering training, events and race-related projects and programmes
- Administrative support for the department, including office, diary and meeting management
- Ensures and maintains communication and logistics between department and various stakeholders (internal and external)
- Build and maintain strong relationships with local community, church and schools to promote anti-racist practice
- Supports the development and delivery of strategies, initiatives and existing policies to address systemic racial disparities within the Diocese

KEY RESPONSIBILITIES:

Facilitating Racial Equity Training and Events:

To be responsible for the planning, facilitation and oversight of racial equity training and events for department, including:

- Organise and manage logistics for events, training sessions, and conferences including, booking venues, arranging key note speakers, coordinating catering, preparing and providing resources;
- Supporting external training providers and facilitators with the planning and delivery of courses;
- Assist with planning and promoting key initiatives, such as anti-racism training events, conferences, workshops;
- Working with the DRE to revise and adapt content and resources to reflect diocesan racial equity priorities

Supporting Community and Stakeholder Engagement:

To be responsible for supporting the diocese in connecting, listening and engaging with UKME parishioners and community members to create collaborative anti-racism responses within parishes and across the Diocese through:

- Researching local community networks related to racial equity and inclusion and maintaining communication for relationship building and support racial equity implementation
- Facilitating focus groups and community conversations by supporting communication, arranging venues and resources;
- Facilitate and support the development of internal staff and clergy networks that provide support and learning;
- On the day up-front hosting and support for participants

Racial Equity publicity, website and social media:

To work with DRE and colleagues to promote and raise awareness of all aspects of racial equity work in Leicester Diocese, including:

- Developing a range of online and print publicity for events
- Refreshing and updating the racial equity information available on the Leicester Diocese
- Working with the Communications team to develop the communication strategy for racial equity across the Diocese
- Creating racial equity updates to be used internally for staff and clergy
- Overseeing and developing racial equity work on social media in liaison with DRE and Communications team

Racial Equity Policy Support:

Working with DRE and other stakeholders to support the delivery of racial equity policy:

- Break down complex or high-level racial equity policies into actionable steps and guidance for diocesan teams, parishes, and clergy;
- Develop implementation tools such as checklists, FAQs, process maps, or timelines to help diocese stakeholders understand new/updated policies;

- Help interpret how national Church of England racial equity policies apply at the local or diocesan level
- Work with DRE and/or related diocesan stakeholders to review existing policies, practices, and governance structures through a racial equity lens
- Support the development or revision of local policies (e.g. recruitment, safeguarding, worship planning, communications) to ensure alignment with the Church's racial justice commitments
- Develop and implement monitoring and evaluation frameworks to assess the impact of all racial equity activities

Racial Equity Project Support:

Working with colleagues in the planning, facilitation and oversight of racial equity projects through:

- Serve as the first point of contact for the Director of Racial Equity, handling sensitive queries with discretion and empathy
- Organising and attending project planning meetings, taking notes/minutes, creating and managing project timelines and outcomes;
- Establishing and maintaining processes for the collection of data to support the reporting framework for funders and Leicester Diocese;
- Ensuring reporting templates for funding are completed and delivered on time;
- Liaising between internal Diocesan teams to ensure the smooth running of projects;
- Managing project budgets and resources, ensuring value for money and compliance with funding requirements
- Prepare summaries, monitor and report on implementation delivery and progress for senior leadership and related stakeholders (internal and external)

The post holder will undertake other relevant duties as may be requested from time to time and commensurate with the role.

General Responsibilities for all DBF employees	
1	To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality collegiality at all times
2	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
3	To understand and respect Safeguarding policy and procedures as they relate to the role
4	To ensure compliance with data protection requirements
5	To undertake other duties as may reasonably be expected

VALUES AND VISION

To have commitment to the Diocesan vision, working in a flexible, positive and supportive manner, and upholding the Diocesan values of working collaboratively, respectfully, professionally and dynamically. The post holder will undertake other relevant duties as may be requested from time to time and commensurate with the role.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Experience	
Experience coordinating programmes, initiatives, or projects in a professional, voluntary, or faith-based context	Experience in delivering or supporting training or educational workshops
Experience of event management in a professional, voluntary, or faith-based context	
Excellent administration skills	Creating social media and promotional materials for projects and/or events
Experience working with diverse communities	Lived experience of being part of and/or working with UKME/GMH communities
Proven ability to work collaboratively with a wide range of stakeholders across different levels of an organisation	Experience working within a church, faith-based, or charitable organisation
Knowledge & Skills	
Strong organisational skills, including the ability to plan, prioritise, and deliver work to deadlines	An understanding of the Church of England national framework for racial justice
High standard of computer literacy, including experience of Microsoft Office/Teams/Zoom	Data analysis skills
Ability to maintain accurate computerised records and analyse information, identify trends, and contribute to meaningful reporting and evaluation	
Project management skills for managing complex projects and budgets.	Policy development and stakeholder engagement skills
High standards of accuracy and attention to detail	

Excellent communication and interpersonal skills, with the ability to engage sensitively across cultures, identities, and experiences	
Ability to work both independently and as part of a team	
Proven research skills, including data gathering, evaluation of sources, and reporting findings	
Personal Qualities	
Demonstrable understanding and/or strong personal commitment to racial justice, equity, and anti-racism	
Emotionally intelligent and empathetic, with the ability to handle sensitive conversations and experiences with care	
Flexible, resilient, and adaptable to the evolving needs of the role	
Commitment to the values and ethos of the Diocese of Leicester	
Qualifications	
A Level and/or equivalent qualification	Educated to degree level
Work Related Circumstances	
Ability to work occasional evenings or weekends, as required	Access to car. Full clean driving licence.

This post is subject to Basic DBS clearance.

The Diocese of Leicester, part of the Church of England, is committed to the safeguarding, care and nurture of everyone within our church community. We follow the Church of England's Safeguarding Policies and the relevant statutory legislation and guidance. We believe that safeguarding is everybody's business.