



The Archbishops' Council of the Church of
England

Deputy Director of the
Racial Justice Unit

Applicant Information Pack

November 2022



Contents

1. Applicant welcome letter from William Nye
2. Background Information
3. About You
4. Key Priorities
5. Additional Responsibilities
6. Person Specification
7. Terms of Employment
8. Further Reading
9. Application / Interview process and timeline

Dear Applicant,



Thank you for your interest in this role. I am really looking forward to receiving applications and meeting candidates from the widest possible range of backgrounds and welcoming a new National Deputy Director of the Racial Justice Unit to the team.

Here at the Archbishops' Council we are one part of the Church of England; an extraordinary community of organisations seeking to make a difference across a diverse society.

Addressing all forms of racism is a missional imperative of the Church of England as set out in the Anglican Communion's fourth mark of mission, 'to transform unjust structures of society' so that we may truthfully and honestly work together to build the kingdom of God here and now. We know people from UKME backgrounds do not always feel welcome or supported to flourish within the Church and we are therefore committed to the creation of a Racial Justice Unit (RJU) to work alongside the newly created Commission on Racial Justice (RJC) to drive a process of change at all levels within the Church of England. The RJU will ensure a senior voice at the heart of the Church specifically to challenge racial injustice and take forward the recommendations of the RJC. The RJU will be led by a new Director and supported by an extended team drawing in staff in other areas who have a racial justice element in their work.

As the Deputy Director for the Racial Justice Unit you will work alongside the Director to create, implement and embed real change within the organisation. You will bring a passion for social justice and have experience of working for UKME inclusion.

You will be working with committed and talented colleagues across the NCIs and the wider Church. For this role the successful candidate will be resilient, adaptable, and open to change, sympathetic to the mission of the Church across the whole nation, but above all committed to the opposition of racism in all its forms. We hope you will be excited by the opportunities of the role and the difference you will make within the Church.

The details in this pack will give you more information about the work of the Council and the National Church Institutions. If you have the experience and the commitment to help lead us forward in this task, we would love to hear from you.

A handwritten signature in black ink that reads "William Nye". The signature is written in a cursive, slightly informal style.

**William Nye, LVO
Secretary General**

Background Information

The Church of England exists to offer a spiritual home for all people in England and is embedded in our national life at local levels through its parish structure, in our education system and in many other ways. We know people from UKME backgrounds do not always feel supported to flourish or welcome within the Church and the Archbishops' Council is therefore creating a Racial Justice Unit to work alongside the newly created Commission on Racial Justice (RJC) to drive a process of change at all levels of the Church of England. The Archbishops' Task Force on Racial Justice (*From Lament to Action*) recommended that the Racial Justice Unit (RJU) is set up for an initial period of five years. Subject to review, this period may be extended or made permanent.



The RJU will be led by a newly appointed Director of Racial Justice, supported by the Deputy Director on Racial Justice Issues and a policy/support officer. There will also be an extended RJU team drawing in staff in other teams who have a racial justice element in their work. The role of the Deputy Director of Racial Justice will have substantial areas of direct responsibility and also support the Committee for Ethnic Minority Anglican Concerns. The RJU will have a remit to work across all the National Church Institutions and the Deputy Director will be a senior change leader working closely with the Director and other senior colleagues in the Archbishops' Council and across the NCIs.



About You

This is a new role within a newly formed unit and offers an opportunity to work with the Director to create, implement and embed real and lasting change within the organisation. You will bring a passion for social justice and a strong belief that all should feel valued and included. You will have strong advocacy skills, a sharp critical analysis of the political and social context and have extensive experience of working for UKME inclusion. Your experience of programme management and 'getting things done' will be integral to the success of the RJU and you'll be confident in working closely with powerful individuals as well as colleagues throughout the Church. You will have experience of tackling systemic racism and will understand how change can be driven in complex institutions.





In terms of the Church of England, you will have an understanding of the role of the church and of the Christian faith in society and you will have a sympathy for the Church of England's mission to the world, and its commitment to oppose racism in all its forms.

You will be a team player, able to work creatively to draw others into the work and to contribute creatively to joint projects. You will be able to take, and share, responsibility and drive agendas forward as a member of a hard-working and highly motivated team without neglecting your own support structures and work/life balance.



Key Priorities

1. Support the Director in devising strategic responses and action plans in the area of racial justice, including responses to the Archbishops' Racial Justice Commission reports and "From Lament to Action".
2. Support the Director in devising action and delivery plans for the Church's Triennium Funding investment of up to £20m for racial justice, working closely with dioceses and all other stakeholders. Reporting against these plans.
3. Be responsible for programme management and delivery as agreed with the Director.
4. As Secretary to the RJC and the CMEAC, propose, plan and manage their work programmes, keep their members informed of relevant developments in church life and ensure that the Committees' work is reported to the wider church.
5. Support members of RJC, CMEAC, and ME members of Synod, the Archbishops' Council and its Boards and Councils, in their roles.
6. Work with the Boards and Councils to enable the voices and experience of minority ethnic members of the church to be represented and heard in every aspect of the national life of the church and in its decisions making processes.
7. Work with Ministry Division and other partners to foster vocations to ministry among minority ethnic Anglicans.
8. Play a full role in the Racial Justice Unit, sharing responsibilities as directed by the Director of the RJU.

Additional Responsibilities

1. Liaise with, and support where possible, the diocesan link or MEAC officers and their network.
2. Working with CMEAC members and others, monitor the central policies and processes of the Church of England and highlight their likely impact (where appropriate) on minority ethnic Anglicans.
3. Help to establish good working relationships with staff of other denominations working on these issues, and build effective relationships with churches which have a high proportion of minority ethnic members.
4. Speak and lead events around the country in ways which further the objectives of the RJU.
5. Build relationships with public and voluntary bodies working to combat racism in society and help to bring a Christian perspective to this work.
6. Work with other NCI policy officers to understand and influence areas of public policy which impact particularly on ethnic minority people in society.



Person Specification

Skills/Aptitudes:

- Good analytical skills and the ability to understand practice in the context of wider theological/theoretical frameworks.
- Excellent written and verbal communication skills.
- A strong commitment to the church's ministry and mission in the contemporary world.
- A strong commitment to advancing the role of minority ethnic people within the church and in wider society and to combating racism wherever it is found.
- Direct experience of delivering and managing projects and programmes.
- Ability to turn ideas into practical actions that achieve measurable results.
- Familiarity with anti-racism programmes in the churches and beyond (e.g., social science etc).

Knowledge / Experience:

- An understanding and empathy with the structure and culture of the Church of England
- Experience of working with minority ethnic people in the church and in wider society and awareness of the particular challenges.
- Knowledge of good practice in combating racism and exclusion.
- Experience of working for justice within an organisational context.

Personal Attributes:

- A self-starter who is also a collaborative team player.
- The ability to learn from others and enable them to learn from each other.
- Good IT literacy in general;

Education:

- Educated or equivalent professional experience at a level that enables confident engagement with people at many levels, including academics specialising in racial justice and related issues. Some knowledge of relevant disciplines (such as theology, religious studies, mission studies, social science etc).

Terms of Employment

Starting Salary	£60,033 p.a.
Hours of Duty	We operate a flexible working policy, with normal hours of work are 35 per week, Monday to Friday.
Circumstances:	Willingness and ability to travel within the UK, sometimes including overnight trips.
Annual Leave	30 days paid leave per leave year. This is exclusive of public holidays and additional holidays approved by your employer. The leave year runs from 1 st January to 31 st December.
Season Ticket Loan:	Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.
Contract:	The post is offered on an open-ended contract, subject to a six-month probationary period

Further Reading

From Lament to Action report

[FromLamentToAction-report.pdf \(churchofengland.org\)](#)

Church of England pages on Race and ethnicity

[Race and ethnicity | The Church of England](#)

Information about the Archbishops' Council

[Archbishops' Council | The Church of England](#)

Information about the NCIs

[National Church Institutions | The Church of England](#)



Application Process

We want to make this process as straightforward as possible. To this end, we ask that you apply through our Pathways system.

<https://pathways.churchofengland.org/>

Please also attach the following documents:

- A covering letter that addresses and provides evidence against the essential criteria set out in the Knowledge, Skills and Competencies section of the Person specification. The covering letter provides you with the opportunity to explain your motivation, as well as highlighting how your experience and achievements fit with the requirements of the role.
- An up to date CV, that brings out the relevance of your experience.

Timeline

Deadline for Applications: **4th December 2022**

Interview date: week commencing 12th December 2022

If you wish to take up the opportunity of a pre-application conversation with Leann Dawson, Deputy Director of HR services, please contact via email: leann.dawson@churchofengland.org.



November 2022