



ROLE DESCRIPTION

Role title: Policy Officer – Race Equality (Education)

Department: Education, Equality, Research and International

Date: May 2024

Reports to: Senior Policy Manager

Role purpose (why the job exists and its contribution)

To undertake work on policy issues within the Department, enabling it to carry out effectively its work on race equality and challenging and understanding racism in relation to pupils, and curriculum and assessment.

To undertake work on policy issues in relation to the experiences of, and barriers faced by, Black leaders, teachers and support staff in relation to workplaces (in particular Black women) and their roles and generating policy around which the Union can organise members to make workplaces fairer and safer for staff and students.

To help ensure that policy work on these areas informs, supports and assists the achievement of the NEU's wider priorities.

Key responsibilities (the key areas of the role holder's work)

1. Work under the direction of and assist the Senior Policy Managers in the Department as appropriate.
2. Support the team in the delivery and development of policy work in relation to race equality in education and other matters within the remit of the Department, including:
 - a) Preparing policy statements, briefings, commentaries and research papers and conducting survey work, including analysis and report writing;
 - b) Preparing materials for use in advice, training and campaigning;
 - c) Participate in cross team projects, working closely with colleagues in other relevant functions including bargaining, advice, organising, campaigns, communications and recruitment;
 - d) Support for Project management as appropriate;
3. Support on policy work on the impact of race inequality and systemic racism on young people, teachers, school leaders, schools and the education system, including:

- a) Providing detailed policy advice and guidance in this area, including policy statements and responses as required, on different forms of racism such as Islamophobia, antisemitism, and the relationship between gender, class and race.
- b) Researching information and data and members' professional experiences in workplaces in order to draft effective policies, guidance and recommendations;
- c) Supporting strategies to recruit and retain members via the policy profile of the NEU and its policy vision;
- d) Developing policy in relation to patterns of inequality in the workplace and in education for black workers, and providing the specialist expertise for policy projects in this area
- e) Liaise closely with staff in the organising, bargaining and education teams to maximise the involvement of black members and in particular Black women and girls in both developing and promoting union policies, especially but not exclusively around equality issues;
- f) Working closely with regions and branches to understand the needs, priorities and views of members and schools/colleges in relation to this policy area;
- g) Provide policy support for other specific areas of policy work within the remit of the Department as required including on refugee policy, citizenship, EAL learners;
- h) Work with the relevant Senior Policy Manager to implement strategy in relation to the policy areas for which the role holders have responsibility;
- i) Represent the NEU and develop constructive relationships with external bodies including Government, the EHRC, the TUC, external stakeholders, relevant NGOs, campaign groups and race equality organisations as required;
- j) Contribute to effective multi-disciplinary cross-team projects, and working as required with colleagues in other relevant functions including bargaining, advice, organising, campaigns, communication and recruitment;

How the National Education Union works

These principles set out the culture and approach of the NEU.

The role holder:

- Models professionalism and integrity and acts in accordance with the NEU values.
- Supports the democratic processes.
- Promotes an organising culture across the union.
- Works collaboratively and empowers others.
- Is committed to innovation, learning and continuous improvement of working practices, organisational culture and resources.
- Adopts a proactive and flexible approach.

Key relationships	
<i>These are the main working relationships that the role holder will develop.</i>	
Person(s)	Nature
Senior Policy Manager – EERI	The role holder will assist and work under the direction of the relevant Senior Policy Manager and will be line managed by one of the Senior Policy Mangers for appraisal and development purposes.
AGS EERI	The role holder will work with the AGS and the Senior Policy Manager to develop the Department's policy and research work on anti-racism, class and social justice.
Education, Equality, Research and International (EERI)	The role holder will work collaboratively with other members of the department to ensure that NEU policy development and advice work properly addresses, reflects and is consistent with the Union's policy ideas around ethnicity, social class and inequality..
Senior Policy Manager	The role holder will support the relevant Senior Policy Manager in relation to the policy areas for which the role holder has responsibility.
Other NEU Departments	The role holder will work collaboratively with colleagues in other relevant NEU functions and in multi-disciplinary teams.
Elected members and Lay Officers	The role holder will support the Senior Policy Manager to liaise with national executive members, other relevant elected members and lay officers as necessary in relation to the specific areas of the role holder's work, and must provide a professional influence and manage relations diplomatically, being an ambassador for the NEU.
External bodies	Represent the NEU on occasion with external bodies including Government, the EHRC, the TUC, external stakeholders, relevant NGOs, campaign groups and race equality organisations.

Demonstrable key skills, knowledge and experience
<i>The role holder must be able to demonstrate these capabilities to fulfil the role to a satisfactory standard.</i>
<p>Qualifications</p> <ul style="list-style-type: none"> • Highly developed literacy and numeracy skills, commensurate with degree level; • Significant policy and research experience on race equality policy and the curriculum and the impact of racism on learners and on educational outcomes • Significant understanding gained from working with black members and campaigns or coalitions led by black union members, citizens or communities; <p>Resource management & Planning</p>

- Ability to plan, set goals and prioritise work;
- Good project management skills;

Thinking challenge

- Relevant policy experience in the field of community cohesion, social exclusion and the impact of different forms of racism, including anti-Semitism and Islamophobia;
- Understanding and experience of the priorities, issues and concerns of black teachers to enable credible representation and dialogue to facilitate policy development in this area;
- Significant policy experience in the field of race inequality within schools and education policy;
- Recent and relevant experience in a policy or research environment including policy development and promotion and developing recommendations and project goals;
- Knowledge of, and ability to operate within, the NEU's political, educational and legal contexts;
- Good research skills including, experience of designing research to underpin policy development and of using of a range of research methods;
- Ability to quickly assimilate a working knowledge of other areas of expertise necessary for the performance of the role;
- Good analytical skills and ability to understand complex information;
- Ability to exercise judgement and make decisions within accepted parameters;
- Ability to think innovatively to resolve problems and devise new solutions including where there may be conflicting interests;

Communication

- Ability to write analytically and persuasively in a variety of styles for a range of audiences;
- Ability to produce clear and detailed written communications. For example, policy advice, policy statements and consultation responses;
- Ability to develop and maintain positive working relationships with internal and external stakeholders including activists and members;
- Good public speaking, influencing and presentation skills;
- Ability to support the promotion of education policy through the media and social media channels;

Operational delivery

- Demonstrable knowledge in the areas of racism, race inequality and social justice in education;
- Knowledge in the policy field of social class and social disadvantage in relation to educational inequalities
- Experience and understanding gained from working with black educators and campaigns and policy programmes about the issues experienced by BAME children and young people;
- Ability to plan, manage and deliver a range of activities and projects within critical deadlines;

- Experience of working collaboratively;
- Experience of working with key stakeholders to develop, disseminate and challenge policy, preferably within the education or social policy sector;
- Ability to empower and motivate others including successful delegation;
- Strong IT skills including Microsoft Office Suite together with any other IT applications necessary for delivery of the role;
- Understanding of the principles of organising in a trade union and of how this may influence the work;
- Ability to deliver research projects to underpin policy development; ability to use a range of research methods; and ability to analyse research evidence across the relevant policy field

Additional

Work demands

- The ability to work under pressure and deliver to critical deadlines.
- The requirement to work evenings, weekends or flex working arrangements which are necessary for the performance of the role;
- The requirement to travel to attend activities, conferences and meetings away from the normal place of work, and which may involve stays away from home. These could be locally, regionally, nationally;

Additional relevant requirements

- Is firmly committed to the trade union movement and in particular to the role of education unions.
- Understanding of equal opportunities issues in education and has a commitment to promote diversity and oppose unfair treatment;
- Knowledge and understanding of current legislation, political and economic issues, including those relating to employment rights, trade unions and the public sector; (desirable)
- The requirement to undertake professional development and training as necessary for the performance of the role.

This role description will be kept under review and can be adapted to meet the changing needs of the National Education Union, subject to appropriate consultation.