

Job Description

Job title: Racial Literacy Lead, Stephen Lawrence Research Centre

Grade: E

Hours: 1.0FTE Fixed Term until 31 July 2026

Duties of the role	
Overall purpose of the role	<p>The role holder will be responsible for leading the Teaching to Transform project and the Stephen Lawrence Research Centre's wider public engagement portfolio involving work with local and regional schools. The role will involve working as part of the SLRC's team, design and deliver CPD sessions for educators focussed on developing racial literacies and anti-racist pedagogies and to develop partnerships and business leads to pin down the long term future of the programme in adjacent public sector industries. The role holder will also be responsible for collecting qualitative and quantitative data, implementing an evaluation framework to monitor and assess programme outcomes, assisting with the delivery of public-facing research events and performing other related administrative tasks.</p>
Main duties and responsibilities	<ul style="list-style-type: none"> • Support design and delivery of CPD activity with local and regional educators including the following scheduled work during the fixed term of the contract: <ul style="list-style-type: none"> ○ Delivering the first round of racial literacy training to DMU staff, supporting the review of DMU's silver Race Equality Charter award. ○ Completing year one of the pilot programmes with primary/faith schools with the Leicester Diocese Board of Education and subsequent evaluation. ○ Continuation of LiFEMAT Professional Pathways teacher training. ○ Development of the strategic plan towards sustainability capitalising on current business leads to secure external funding/income, such as with Skills for Care. ○ Working with Leicester City Council to provide guidance for future strategy plans at local government level. ○ Represent the SLRC at scheduled internal and external roundtables: EDI in Education with Teach First, Teaching to Transform roundtable with the DfE, BERA parliamentary Race Equality Engagement Group, LEAs and multi-academy. ○ Develop scalable and commercially viable training offers to public and private sector organisations, including the production of CPD ready training. • Develop monitoring and evaluation tools to assess programme outcomes and track impact • Conduct qualitative interviews and focus groups with programme participants

Duties of the role

- Liaise with local and national education networks and stakeholders including educators, headteachers, local authorities and CPD providers
- Assist in the collection, organisation, analysis and presentation of both quantitative and qualitative data
- Develop quantitative and qualitative surveys and assessments tools
- Conduct mapping exercises of current work in the field to enable collaborating within and contributing to the national discourse on racial literacy in education and wider organisations.
- Attract levels of external funding for research activities, public engagement and/or knowledge exchange initiatives
- Initiate partnerships and business leads and develop the relationship with current stakeholders to secure business and external funding for the delivery of the programme.
- Present information on programme developments and outcomes to relevant stakeholders
- Assist with disseminating SLRC research and public engagement programming to wide-ranging audiences via social media and other virtual and digital platforms
- Develop reports, position papers, policy briefs and academic outputs based on research findings
- The SLRC is cognisant of the disparities that exist within the primary and secondary education sector and would expect all successful candidates to have a working knowledge of this context.
- Use relevant IT platforms to effectively store, manage, analyse and disseminate data
- Be proactive and timely in responding to all requests for support
- Establish a common level of high quality in all tasks
- Comply with Health and Safety regulations to maintain safe working practices and spaces at all times
- Perform any other duties commensurate with the job grade as reasonably required from time to time including working out of normal business hours for university events including open days and other events sponsored by the unit.

	Duties of the role
	<ul style="list-style-type: none">• Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.• All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.

Person Specification

Job title: **Racial Literacy Lead, Stephen Lawrence Research Centre**

Grade: **E**

Hours: **1.0FTE** **Fixed Term until 31 July 2026**

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Qualifications and Training	Postgraduate qualification relating to the research target areas of the SLRC	Essential	X			X
Previous Work Experience	Experience of working in an educational setting	Essential	X	X		
	Experience of designing and or delivering workshops, professional training or continuing education sessions	Essential	X	X		
	Experience of providing administrative support including drafting reports and developing presentation materials	Essential	X	X		
	Experience of developing monitoring and evaluation tools	Essential	X	X		
	Experience of project management, including developing action plans, coordinating tasks, managing shifting priorities and ensuring timely delivery of quality work	Essential	X	X		
	Experience of conducting qualitative research including but not limited to semi-structured interviews and focus groups	Essential	X	X		
	Experience of attracting commercial and external funds as part of ongoing project development	Desirable	X	X		
	Proven record of contributing to and impacting on the discourse on race and racial disparities in Education on a regional and national level and contributing to academic discourse on race in education	Essential	X	X	X	

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
	Experience of building relationships and networks with medium to large scale institutions in the UK educational Sector	Desirable		X	X	
Specific Knowledge/Skills /Ability	Awareness of trends regarding teacher education and professional development within the education sector		Desirable	X	X	
	Ability to conduct quantitative and qualitative data analysis	Essential		X	X	
	Knowledge of trends regarding anti-racist pedagogies and awareness of key debates concerning race and education	Essential		X	X	
	Ability to use Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, etc) and knowledge of IT platforms used to store, collate and present data to wide-ranging audiences in different formats including web-based resources and social media	Essential		X	X	
	Ability to research, analyse and summarise complex information and report to tailored audiences	Essential		X	X	
	Excellent verbal and written communication skills	Essential		X	X	
	Ability to work proficiently to tight deadlines with attention to detail	Essential		X	X	
	Ability to be proactive and use own initiative to problem-solve	Essential		X	X	
	Ability to effectively prioritise tasks and and work both independently and efficiently as part of a team	Essential		X	X	
	Ability to provide service to a diverse range of people and promote inclusion	Essential		X	X	
Other Requirements	Have an awareness of and interest in the research goals of the SLRC and be able to contribute to team discussions around the centre's work	Essential		X	X	

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	An occasional requirement to work out of hours e.g. evenings and weekends to support key university events and activities sponsored by the centre	Essential		X	X		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**