

## Job Description

<b>Job Title</b>	Sessional Communication Consultant - Freelance
<b>Location</b>	Home Worker
<b>Reports to</b>	Design Lead supported by Design Advisory Group
<b>Hours of Work</b>	Up to 17.5 Hours Weekly (open to various working patterns). Fixed term contract for 10 weeks.
<b>Salary</b>	£300-350 day rate dependent on experience
<p><b>Impact Funding Partners working with Scottish Government &amp; the Design Advisory Group</b></p> <p>We are supporting a Design Advisory Group appointed by a Scottish Minister by recruiting a consultancy team in preparation for the creation of an Anti Racism Observatory for Scotland (AROS): a new national body to embed systemic Anti-Racism accountability approaches in policy and which will deliver real change across Scotland.</p> <p>Since 1982, Impact Funding Partners (IFP) has been a champion of social justice across Scotland and beyond, regarded as a leader in our field of fund management, capacity building and consultancy, in close collaboration with partners across the third, public and private sectors. We've developed a range of services that our agile team deliver with a single-minded focus on maximising the positive impact of funds targeted to address Scotland's social justice and environmental priorities.</p> <p>We are recruiting a Communications Consultant – Freelance, to specifically support this development.</p>	
<p><b>IFP Team</b></p> <p>As a key member of our agile team but reporting to the Design Advisory Group (DAG) Lead, you will be accountable for high quality support in the delivery of our work plan. You will work closely with the DAG in its preparation for the creation of Scotland's first Anti Racism Observatory and will have contact with the wider team of IFP colleagues, namely, IFP's Programme Lead, Chief Executive, and the operational team. You will also liaise with other external stakeholders and must be a confident and skilled communicator.</p>	
<p><b>Your Role</b></p> <p>The Communications role will work closely with a small team including an Outreach Consultants, User Research consultant and Creative Technologist ( being recruited freelance for an interactive digital library) as well as the DAG and the DAG lead.</p>	

The future AROS will be working with communities who are impacted by systemic racism to build public narrative and accountability both about the new organisation but also about those who the new organisation will seek to influence, support and hold accountable.

The future AROS will host an open access Interactive Digital Library to hold a broad range of cross-sector and community-sourced content including research, documentation of community-led initiatives, project archives and statistical data.

The key ambitions for this role are:

- to familiarise with all the different types of information that will relate to the anti racism work of the future AROS
- scoping from previous Anti Racism Interim Governance Group(AIGG) work with communities; with the Outreach workers; DAG members and DAG lead to understand how communities would like to interact with and hear from future AROS
- to work with the DAG and the DAG lead to create appropriate targeted communications in this short interim phase whilst a host organisation for future AROS is sought.
- propose a communications strategy which will support the ambition for future AROS that incorporates community led anti racism perspectives towards internal and external Scottish Government processes and outputs
- propose a communications strategy which will support the ambition for future AROS which will incorporate community led anti racism perspectives towards other public bodies and the general public more widely
- scoping: to explore approaches for an accessible, user-friendly interfaces for future AROS
- to develop recommendations for branding and corporate aspects required for any new organisation.
- To ensure all this work is undertaken safely reflecting an understanding of the significant safeguarding required for anti racism work

The role is being recruited by Impact Funding Partners and reporting to a short-term Design Advisory Group (DAG) working with the Scottish Government to lay strong foundations in preparation for the creation of AROS.

**Context: Design Advisory Group:**

The Design Advisory Group (DAG) is a short-term group established by appointment of a Scottish Government Minister, to support the interim period whilst a host organisation for the AROS is procured. The DAG is comprised of individuals with knowledge and expertise of: anti-racism, community development, employment processes, governance, organisational development and policy-influencing. The membership of the DAG includes those with experiences of intersecting marginalisation(s), and the realities of systemic racism and expertise.

The Group has no statutory powers and is working collaboratively with the Scottish Government to design and implement AROS.

Therefore, the successful candidate will be engaged by IFP and supported and managed by the DAG Lead in leading this programme of engagement.

The expectations of the role will be to deliver the following primary functions:

- To work closely with DAG members and DAG lead to build a strategic approach from their expertise for future AROS communications
- To reflect in any recommendations for future AROS communications what is sought from an anti racism community perspective
- To advise and develop appropriate communications during this short interim phase
  - propose a communications strategy which will support the ambition for future AROS which will incorporate community led anti racism perspectives towards internal and external Scottish Government processes and outputs and towards other public bodies and general public more widely
- to have undertaken scoping: to explore approaches for an accessible, user-friendly interfaces
- to develop recommendations for branding and corporate aspects required for any new organisation.
- To have ensured all this work is undertaken safely reflecting an understanding of the safeguarding required for anti racism work

Anti-racism and anti-oppressive principles and accessible communication methods will be used to help generate the narrative and reporting developing from this work.

### **Purpose of Role**

From an anti-racism perspective, to create transformational processes that are effective for all, it is vital that this new organisation builds from the experiences of those most impacted by systemic racism.

This work has been commissioned by the DAG to build evidence for future AROS to help ensure communities' perspectives are sustainably and meaningfully embedded in the development and delivery of the new organisation.

This Communications consultant will also support the development of strong relationships with communities across Scotland. It will build from the AIGG community research and explore further what and how communities may wish to contribute to the future AROS.

We know that this type of work can be gradual and often takes time. Given the constraints of time, we acknowledge that the depth of learning may be limited. We aim to be pragmatic and collaborate closely with the consultant to make sure this work will be as effective as possible.

### **Role Responsibilities**

To engage with and understand the ambitions for future AROS. To understand the feedback from people during this short interim phase as it relates to the research and evidence they have, how it has historically and currently been communicated and used and how they think it could become more accessible.

This is anticipated to involve:

- Desk-based research to develop a strategic plan exploring the comms landscape in relation to DAG work but essentially in relation to future AROS
- Developing effective communications during the short interim phase of DAG
- Scoping work, exploring approaches and models for building a comms strategy developed within anti racism principles and approaches
- Attending some community events with the OutReach Consultant and meetings as appropriate with the User Researcher and the creative technologist
- Meeting regularly with the DAG Lead and team to brainstorm concepts, and discuss feedback
- Collating and writing a report which builds rationale and recommendations for the future AROS communications strategy

This work will be led by the Design Lead, supported by the DAG and administrated by Impact Funding Partners.

### **Your Experience**

The ideal person will possess a demonstrable understanding of community co-production, anti-racism and intersectionality.

We are looking for individuals that:

- Have sound experience and expertise in communication.
- Have worked in community-based settings, and have experience centring people impacted by structural racism.
- Demonstrate strong conceptualising, visioning and creative communication abilities
- Demonstrate some understanding of the social context and the nuanced challenges the role is trying to help solve.

- Have an awareness of issues that face people who experience racism, racialisation, and the discrimination and disadvantage that creates.
- Have experience of working with individuals and communities with lived experience of structural discrimination.
- Have good organisational skills and are able to manage the challenges of short timescales.
- Have expertise in writing in an accessible format and in communicating in range of media for a wide range of audiences.

### **Role Core Competencies**

The essential core competencies for the successful delivery of this role include, but are not limited to:

- A minimum of 2 years experience
- Demonstrable communications knowledge and comms problem solving skills
- Demonstrable experience and expert knowledge in effective communication practices
- Evidence of developing strategic communications recommendations and successful implementation of those plans.
- A track record in working with people who experience structural discrimination
- High level self management and organisational skills and demonstrable ability to work on own initiative and manage multiple deadlines under pressure
- Editorial and copy writing skills for different audiences and formats, and expertise in relation to all social media platforms
- Demonstrable anti racism practice
- High attention to accuracy, consistency and clarity of message

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the work. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

