

# SHOW RACISM THE RED CARD

## Campaign Manager (Scotland)

### Job Description

<b>Title:</b>	Campaign Manager (Scotland)
<b>Hours of work:</b>	35 hours per week
<b>Salary Scale:</b>	NJC Pay Scale 23 – 30: £30,151 - £36,294
<b>Responsible to:</b>	Director of Operations

### **Context**

Show Racism the Red Card (SRtRC) is an anti-racism charity. The aim of the organisation is to combat racism through anti-racism education and working with professional sporting role models to support the campaign.

### **Job Summary**

The post involves line management of the Scottish Team, managing and expanding the programme of education work in Scotland by securing funding, maintaining and developing partnerships and joint working initiatives.

The post holder is a member of SRtRC's Senior Management Team (SMT).

### **Key Tasks**

#### **Team Management**

- Line Management of all staff members of the Scottish Team
- Managing and planning the programmes of education

#### **Relationship Management**

- Maintaining relationships in Scotland with all football clubs, the Scottish FA (SFA), Scottish Premier League (SPL) Scottish Football League (SFL), the Professional Footballers Association Scotland (PFA Scotland), FIFPro and supporter's groups
- Sustaining partnership work with Local Authorities, Trade Unions, and other campaigning groups and funders throughout Scotland

- Building and maintaining relationships with high profile supporters of the campaign including sporting role models, MSP's MP's, civil servants and other supporters of the campaign

### **Event Management**

- Management of high-profile educational events at SPL/SFL football clubs across Scotland
- Management of the Month of Action in Scotland
- Management of high-profile launches and parliamentary events
- Representing SRtRC at external conferences and events

### **Education work**

- Management of all education work across Scotland
- Management of annual anti-racism Creative Competition for schools
- Overseeing production of educational resources for the Scottish Team

### **HR Management**

- Implementation and application of SRtRC's HR Policies and Procedures under the guidance of the Director of HR & Support Services

### **Funding**

- Working on partnerships and completing funding applications to maintain and expand the education work
- Planning and monitoring budgets for the education work in conjunction with the Director of Operations and Finance Team
- Reporting to Funders, The Board of Trustees and Executive Team

### **Strategy and Development**

- Responsible for strategic planning for Scotland in conjunction with the Executive Team
- Member of SRtRC's Senior Management Team (SMT)

### **Lobbying/Policy work**

- Lobbying and working at policy level with Scottish Government, UK Government, UEFA, Scottish FA, SPL, SFL and PFA Scotland

### **Press/Media work**

- Scottish spokesperson for SRtRC in local and national media
- Establishing relationships and liaising with press contacts across a variety of media

### **Miscellaneous**

- To undertake any other duties appropriate to the post as decided by the Executive Team

### **Key Outcomes**

- Implementation of agreed programme of educational activities
- Expansion of the education work, whilst maintaining and developing standards of educational delivery
- Feedback on the outputs and outcomes of the educational programmes
- Creation of partnerships
- Continued funding and support of the education work by Local Authorities and other funding bodies

### **Achieved By**

- Implementation of the agreed educational and other work programmes
- Effective staff management to ensure that sufficient resources are available to meet the requirements of the educational activities
- Ensuring that staff are appropriately trained for, and supported in their roles
- Regular partnership meetings and the creation of joint working initiatives
- Regular monitoring and evaluation of education work against funding objectives
- Assisting with the development of anti-racism educational materials

## **Person Specification**

### **Skills & Knowledge**

#### **Essential**

- Demonstrable experience of successfully managing a team of staff and the application of HR Policies and Procedures
- Well developed written/verbal communication skills, and the ability to prepare and present reports at Executive and Trustee level
- Demonstrable project management and organisational skills
- Track record of effective leadership, development and motivation of staff
- Budget management and monitoring experience
- A high level of motivation, ability to work with minimum supervision but still capable of working as an effective team member
- Knowledge of racism and anti-racism
- An understanding of the societal impact of inequality and oppression
- Knowledge of equality legislation
- Proven knowledge of monitoring and evaluation
- Fundraising experience with evidence of income generation
- Ability to meet specific deadlines under pressure
- Experience of liaising and maintaining relationships with senior representatives from external organisations
- Knowledge of Safeguarding Agendas
- Excellent ICT Skills
- A full UK driving licence and access to a car/driver, as regular regional and national travel will be required

#### **Desirable**

- Knowledge of football
- Proven knowledge of planning educational activities
- Experience of undertaking anti-racism activities

- Ability to facilitate work with young people and adults
- Knowledge of the Prevent Agenda
- Knowledge of Philosophy for Children (P4C)

### **Qualifications & Training**

- A good standard of education (or able to demonstrate life experience skills)

### **Disposition**

- Enthusiastic, highly motivated
- Able to maintain confidentiality
- Committed to equality of opportunity
- Willing to undertake training and development relevant to the post