



Job Description

Post Title:	Discrimination and Hate Crime Caseworker
Hours:	37.5 hours per week. Fixed term contract for 12 months with the view to extending further. Part time hours and flexible working will also be considered.
Salary:	£29,269 per annum
Responsible to:	Chief Executive
Office base:	Rugby (but working across Warwickshire)
Responsible for:	Any volunteers linked to allocated projects

About EQUIP

The Equality and Inclusion Partnership (EQUIP) is a dynamic and impactful equality charity based in Warwickshire and dedicated to advancing equal opportunities, promoting diversity and combatting discrimination in all its forms. With a strong commitment to creating positive societal change, we work collaboratively with communities, stakeholders and partners to address the challenges faced by diverse and underrepresented groups.

Purpose of the role

- 1. Community Engagement and Empowerment:** Collaborate with specific communities to foster social change and justice. Work with individuals, families, and communities to:
 - Build confidence to report incidents of discrimination and hate.
 - Identify and understand their needs, opportunities, rights, and responsibilities.
 - Plan, organise and take action towards their goals.
 - Assess and evaluate the impact and effectiveness of their actions.
- 2. Community and Stakeholder Liaison:** Serve as a crucial link between communities, EQUIP and public agencies, facilitating communication and collaboration.
- 3. Addressing Inequalities:** Participate in projects and initiatives targeting disadvantaged communities across all protected equality groups as defined by the Equality Act 2010.

Principal tasks

- To advise and assist clients with discrimination casework through a combination of appointments, surgeries, and telephone advice as appropriate.
- To advise on initial aspects of discrimination in employment, accessing goods and services, in education, etc.
- To undertake and ensure proper management of casework, including file notes and the monitoring of casework by:
 - maintaining records of all aspects of casework and ensuring all records are kept up to date;
 - ensuring satisfactory administration of all aspects of casework to agreed standards;
 - ensuring that monitoring systems are updated and ensuring retrieval of information / statistics and producing print-outs as required;
 - producing reports on casework as requested by the Chief Executive.
- To lead the coordination and implementation of the professional accreditation for the casework service.
- Keep up to date with current legislation, case law and policy in relation to equalities, discrimination, employment etc. and advise EQuIP of any implications.
- Organise and co-ordinate multi-agency forums on discrimination, harassment and hate crime.
- To support the CEO in attending the Hate Crime Partnership meetings.
- To attend the Hate Crime Partnership Sub Group meetings and contribute to all partnership activities.
- Initiate, promote and facilitate community links and partnerships with residents, community groups, statutory agencies, by supporting the coordination of the local forums.
- To attend relevant external forums and ensure issues of discrimination and hate receive a high profile.
- To deliver training to a range of groups, including public, voluntary and community group, on subject areas relating to EQuIP's Casework Service, e.g. Hate Crime Awareness, Equalities legislation, discrimination, PSED and EIAs.
- Assist in the exploration, assessment and access of funding opportunities for EQuIP
- Commit to Continued Professional Development
- Monitoring and evaluation including trend report and gap analyses. This will be provided monthly and quarterly in line with reporting requirements at team meetings, to the CEO, EQuIP Board and relevant funders.

Other Duties/Tasks

- Participate in the general development and promotion of EQuIP
- Participate in the decision making process of the organisation at regular team meetings

- Develop and maintain an expert knowledge of equality, diversity, inclusion and cultural awareness
- Carry out all responsibilities within the ethos of EQuIP and adhere to all relevant standards and policies including equal opportunities, health and safety and safeguarding

General

- Report progress to the Chief Executive and Board at agreed intervals.
- Undertake all necessary administrative or other duties necessary for the effective and efficient implementation of your work.
- Support and attend a shared number of relevant external and community events, as determined by the Chief Executive. These may take place on weekends and outside of regular working hours.
- Demonstrate the highest professional standards in your work.
- Attend and support EQuIP external events as appropriate.
- Participate in appraisals and meeting your self-development needs.
- You will undertake any other duties necessary and which would reasonably fall within this post as delegated by your line manager and the Chief Executive.

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

<p>Education/Qualifications:</p> <ul style="list-style-type: none"> • A degree/equivalent qualification and/or experience in a relevant field such as legal advice, advice support, equality and diversity, or a related discipline. 	<p>A</p>
<p>Experience:</p> <ul style="list-style-type: none"> • Demonstrable experience working within legal/advice sector, equality, diversity, or related fields. • Experience in developing and maintaining effective relationships with diverse communities and public agencies. • Proven ability to identify and address key discrimination and hate issues within communities. • Experience in delivering training sessions or workshops on case related topics. • Experience in coordinating and implementing quality assurance and pursuing accreditation. 	<p>A, I</p>
<p>Knowledge:</p> <ul style="list-style-type: none"> • A good understanding of equality legislation, policies, and best practices. • Knowledge of issues affecting diverse communities and the ability to apply this knowledge to address their needs. 	<p>A,I</p>
<p>Commitment to Equality and Diversity:</p> <ul style="list-style-type: none"> • A commitment to promoting equality, diversity, and inclusion in all aspects of work. • Sensitivity to the needs of diverse communities and a proactive approach to addressing their concerns. 	<p>A,P,I</p>
<p>Networking and Relationship Building:</p> <ul style="list-style-type: none"> • Proven ability to develop and maintain effective relationships with community groups, public agencies, and other stakeholders. 	<p>A,P,I</p>

Communications: <ul style="list-style-type: none"> • Excellent written and oral communication and presentation skills • Competent ICT skills, especially Word and Excel 	A,I
Ability to work independently and as part of a team	A,P,I
Flexibility to adapt to changing workload demands and respond to new challenges	A,I
Able to demonstrate a commitment to actively promoting Safeguarding policies and procedures	A,I
Ability to travel effectively within Warwickshire	A,I
Ability to work outside of normal working hours, as and when required. This may include working evenings and on weekends.	A,I

Desirable Criteria

Assessed By:

Proficiency in a second language	A
Experience in identifying and applying for funding opportunities to support equality initiatives.	A,I
Understanding of Local Context: <ul style="list-style-type: none"> • Knowledge of the social, economic, and political landscape of Warwickshire or similar regions. 	A,I

How to Apply:

Interested candidates should submit a cover letter and CV to claire@equipequality.org.uk, by **2 September 2024**. Please include "Discrimination and Hate Caseworker Application" in the subject line. Shortlisted candidates will be contacted for interviews.

EQuIP is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.