

The University of Manchester

Job Description

Job title:	Head of the AIU RACE Centre
Reports to:	Associate Director (Curatorial Practices)
Organisation unit:	University of Manchester Library: Curatorial Practices
Date:	January 2021
HERA:	MAPPS-UML-CP-AIU-D (532, Grade 7)

Overall purpose of the job:

- To ensure the efficient operation and long-term sustainability of the Ahmed Iqbal Ullah Education Trust, and to promote the Trust's interests with Archives+ partners and external stakeholders
- To contribute to a high-quality resource centre service to University staff, wider education staff, students, school pupils and community visitors to the Ahmed Iqbal Ullah Race Relations Resource Centre in Manchester Central Library
- To lead the planning, development, implementation and evaluation of the Ahmed Iqbal Ullah Race Relations Resource Centre's engagement programmes with BAME communities, in support of the strategic priorities of the University of Manchester, Manchester City Council, and the Education Trust for engaging with local BAME communities, connecting them with our collections, and ensuring that our collections are more reflective of these communities
- To manage the HLF-funded 'Coming in from the Cold' project, including ensuring the delivery of the project's aims and objectives, managing staff involved in the project, managing the project finances, and reporting to HLF

Key responsibilities:

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To support the trustees of the Education Trust in developing and implementing strategic priorities in response to current and future social/public policy and its impact on BAME communities
- To formulate, implement and evaluate a fund-raising strategy for the Trust, developing successful funding bids to promote and extend the work of the Trust, including identifying and liaising with potential funders, consultation with beneficiaries, writing and submitting funding applications
- To provide strategic leadership and creative direction to maintain and grow the work and profile of the Trust, managing current and future externally-funded projects including: ensuring delivery of agreed outputs and objectives, undertaking evaluation, submitting reports and communicating effectively with funders

- To manage key internal and external relationships, representing the Centre and Trust at meetings with external stakeholders and partner organisations and to become involved in appropriate professional bodies. You will work closely with the UML's Marketing and Communications team to raise the profile of the Centre and Trust's engagement work, including through social media
- To plan, develop, implement and evaluate engagement programmes, events and projects with BAME communities for the Ahmed Iqbal Ullah Race Relations Resource Centre and Education Trust, in support of the strategic priorities of the University of Manchester, Manchester City Council, and the Education Trust; this will involve an audience focussed approach, working with colleagues, stakeholders and communities to ensure that programmes and projects are grounded in and respond to communities' needs
- To develop and implement an operational plan in line with the Trust's existing Collaboration Agreement with Manchester City Council, taking a leading role in the organisation of city-wide initiatives such as Black History Month, Holocaust Memorial Day and Refugee Week
- To recruit and manage staff employed by the Trust, and nominated Centre staff, establishing personal and team goals and objectives, monitoring performance and development, and taking action where necessary to ensure targets and standards are met. This will include providing joint management to the Centre's Widening Participation Officer (BAME) ensuring effective delivery of school projects
- To ensure fulfilment of the Trust's charitable objectives, the post-holder is expected to attend Meetings of the Trustees as an ex-officio member and to liaise closely with the Chair of the Trust to ensure accountability to the Board of Trustees. This includes acting as charity secretary, preparing papers for trustees meetings and recording minutes, producing the Trust's Annual Report, managing Trust accounts, submitting Charity Commission returns, overseeing pension arrangements, insurance requirements, etc., ensuring full compliance with legal and financial regulations and with best practice in the administration of charities
- To work closely with the Centre's Academic Director to encourage use of the Centre by University of Manchester staff and students, in support of the University's strategic goals for teaching and research. This will include supporting University research bids on BAME related issues and providing operational support where these projects receive external funding to support the achievement of impact and engagement goals
- To manage relevant budgets, including project-specific budgets, as required, working closely with the Library's Finance team
- To meet agreed personal and departmental performance targets and to collect and collate both quantitative and qualitative information.
- To contribute proactively to the development and implementation of Library-wide operational planning and initiatives in support of University strategy and Library priorities
- To take an active approach to continuing professional development
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To ensure the working environment reflects the University's and Library's values

Person Specification:

Essential knowledge, skills and experience:

- Education to degree level
- Awareness of and commitment to the work of the Ahmed Iqbal Ullah Education Trust and Race Relations Resource Centre, with a demonstrable understanding of the impacts of historic and evolving patterns of race discrimination and commitment to equal opportunities
- Experience of leading successful funding bids and of delivering sustainable benefits from externally funded projects
- Experience of successful project management, including project planning, financial management, monitoring progress, meeting strict deadlines and evaluation
- Detailed knowledge of BAME communities, particularly those in Greater Manchester
- Proven track record of delivering impactful community engagement, using library, archive or museum collections
- Experience of devising and applying evaluation techniques, including quantitative and qualitative evaluation
- Excellent IT and social media skills and a demonstrable understanding of how digital technologies can be used to engage audiences with library or heritage collections
- Experience of managing staff including recruitment, training, motivation, goal setting, performance monitoring and performance management
- Excellent organisational, communication and interpersonal skills
- Excellent advocacy, negotiation and relationship management skills
- Ability to work under pressure and a flexible attitude to work
- Ability to work flexibly as part of a team

Desirable skills, knowledge and experience:

- Experience of community engagement with BAME communities
- Experience of planning and delivering training to groups and individuals, including preparation of material and delivery of sessions
- Knowledge and experience of the management of charities, and of their legal and regulatory framework
- Knowledge and experience of the Higher Education environment