



acts

JOB DESCRIPTION

action of churches together in scotland

Post: Racial Justice Officer
Location: 7 Forrester Lodge, Alloa
Hours: 28 hours per week
Reports to: Assistant General Secretary

JOB PURPOSE

To support the work of the Scottish Churches' Racial Justice Group through awareness raising, the organisation of events, the provision of information and administrative support and through personal contact with churches and other relevant organisations.

JOB ACTIVITIES

1. To assist the Scottish Churches' Racial Justice Group to develop a strategy to further the aims and objectives of the Group as defined in its constitution.
2. To work with the Scottish Churches' Racial Justice Group to prepare an annual plan setting out activities and initiatives to be undertaken in the succeeding year within the context of the Group's overall strategy.
3. To report at regular intervals to the Scottish Churches' Racial Justice Group on progress in regard to the annual work plan and any other activities undertaken in support of the strategy.
4. To foster an understanding of racial justice issues and objectives within Churches in Scotland by the development of a data base of resources on which churches can draw; by organising conferences and training courses for clergy and lay people; and by meeting directly with local church groups.
5. To keep informed about relevant developments both within the Scottish Churches and more widely and to disseminate relevant information to Scottish Churches by email newsletter, maintenance of a website, commissioning, writing and placing articles, issue of press releases etc.
6. To develop and facilitate links with black-led and ethnic minority churches.
7. To continue the development of Racial Justice Sunday in Scotland by co-ordinating the production of relevant material, organising special national

services from time to time and liaising with those holding RJS services.

8. To maintain contact with the Churches Racial Justice Network of CTBI, relevant government agencies , the Equalities and Human Rights Commission, and other relevant organisations and contribute as appropriate to their work.
9. To track and co-ordinate churches' activity on racial justice, share this information with all churches and to encourage the development and implementation of ecumenical action.
10. To undertake such other duties within the defined job purpose as may be allocated by the Assistant General Secretary, acting in consultation with the Racial Justice Group and its Office Bearers.

NOTE: This job description may be subject to variation from time to time in consultation with the postholder.