



CEMVO Job Vacancy

Race / Equalities Engagement Support Officer

Hours of Work: Part-time (25 hrs per week)

Salary: £28,000PA (£20,000 pro-rata) + 4% employer pension contribution

Length of Contract: 4 Years Fixed term to 31st March 2030

Office Location: Glasgow with hybrid working

We are seeking a person with extensive knowledge and understanding of Anti-Racism and Intersectional EDI to support and co-lead the further development of the Scottish Environmental EDI Network (SEEN), which is a wide membership of environmental sector organisations that are committed to developing improved anti-racism and intersectional equality policies and good practices within their organisations. You will therefore also need experience in developing anti-racism and intersectional good practice tools such as race / equality policy templates and good practice guidance materials for shared learning. Your knowledge of anti-racism and intersectional equalities should also extend to experience in delivering race / equalities training and providing consultancy support to organisations.

Peer and exchange learning will also be a key development within the SEEN and so experience in organising learning events and activities will be a key attribute for this post.

There will be many SEEN members and clients of CEMVO's Race Equality Environmental Programme (REEP) that will seek to engage with ethnic minority groups / communities as part of their approach to developing anti-racist policies and practices, and so you will need experience in undertaking outreach work with EM groups / communities so as to organise and facilitate engagement with mainstream environmental organisations.

If you have a strong passion for anti-racism, intersectional equalities and the environment then this post will be an ideal opportunity to help influence and progress race and intersectional equalities within the environmental sector.

To Apply:

To apply for this position please submit an updated CV and accompanying supporting statement highlighting your skills and experience relating to the person specification for this post.

Please submit your application to: info@cemvoscotland.org.uk

For all enquiries relating to this post, please contact Wayne Lee on 0141-248-4830 or email wayne.lee@cemvoscotland.org.uk

Closing Date for Applications: Thursday 26th February @ 5pm

Interview Date: Interviews will be on Thursday 5th March 2026.



Job Title: Race / Equalities Engagement Support Officer

Responsible to: Chief Executive

Hours of Work: Part-time (25 hours per week)

Salary: £28,000 PA (£20,000 pro-rata) + 4% pension

Length of Contract: Fixed-Term to 31st March 2030

Office Base: Project is Scotland wide with office base being Glasgow, but we have hybrid working currently in operation.

Main Objectives of the job

You will be working as part of the Race Equality Environmental Programme (REEP) Team to deliver the following main areas of work:

To support and co-lead the further development of the Scottish EDI Environmental Network (SEEN), including the development of anti-racist intersectional good practice tools and peer learning activities.

To support the engagement between mainstream environmental stakeholders through the SEEN and EM groups / communities, including organising exchange learning visits and events.

To support the REEP Environmental Race Equality Officer in delivering anti-racism training and consultancy to environmental organisations, and at times lead on these delivery activities.

Specific Duties and Responsibilities

- To be the main contact and administer, support and co-lead the further development of the Scottish EDI Environmental Network (SEEN)
- To develop a resource hub of anti-racist and intersectional equalities good practice tools (e.g. policy templates, guidance documents, etc) for SEEN members and REEP clients
- To organise peer and exchange learning events and activities for SEEN members, including exchange visits between environmental sector organisations and EM groups

- To organise and facilitate community engagement between EM groups / communities and SEEN members / REEP clients, whilst ensuring close working with CEMVO EM Environmental Network (EMEN) and other CEMVO environmental projects
- To undertake EM outreach activities for community engagement and exchange learning elements of the Programme
- To undertake digital promotional activities (e.g. social media, electronic mailings, newsletters, videos, podcasts etc) to promote and increase the membership of SEEN.
- To provide support to the REEP Environmental Race Equality Officer in the delivery of anti-racism and intersectional equalities training and consultancy to environmental sector organisations, and at times to lead on these delivery activities
- To work closely with CEMVO Environmental Projects Co-ordinator, REEP Environmental Race Equality Officer and other CEMVO environmental staff in the delivery of the programme, and to be involved in other CEMVO environmental related work for the advancement of CEMVO
- To produce regular reports for the Chief Executive on progress and outcomes of the Programme.
- To undertake other such other duties, including drafting funding applications as may be necessary to further the work of CEMVO Scotland.
- To observe and comply with CEMVO Scotland's policies, procedures, systems and standards and to contribute to their implementation and development.
- To travel across Scotland and to work evenings and weekends on an occasional basis as required.



PERSON SPECIFICATION

ESSENTIAL

- Experience in administering, supporting and leading Networks, particularly those that are focused on anti-racism and intersectional equalities
- Extensive experience in developing anti-racism and intersectional equalities good practice tools such as race / equality policy templates, good practice guidance materials, videos, etc
- Experience in delivering anti-racism and intersectional equalities training, and delivery of race / equality consultancy support to organisations
- Experience in organising peer learning good practice events and activities, including exchange learning visits between EM groups and mainstream organisations
- Experience in organising and facilitating community engagement between EM groups / communities and mainstream organisations, particularly within the environmental sector
- Experience in undertaking outreach work, particularly among ethnic minority groups / communities
- Good digital marketing and promotional skills – including social media, undertaking electronic mailings, developing newsletters, leaflets, podcasts, videos, etc.
- Experience in developing evaluation tools and undertaking evaluation to track and measure successful outcomes
- Good knowledge and skills in using online platforms such as Zoom and Microsoft Teams to deliver events
- Good communication, inter-personal and networking skills, including good presentational and public speaking skills
- Good organisational skills, including organising events and planning own work-load to meet deadlines to achieve project outcomes

- Commitment to the development of the ethnic minority voluntary sector, as well as good understanding of the issues affecting the sector
- Excellent report writing skills
- Ability to travel across Scotland to attend events, meetings, conferences, etc.
- Able to be flexible in working occasional weekends and evenings and working from home.

DESIRABLE

- Experience and knowledge of environmental issues

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