Ahmed Iqbal Ullah Education Trust

Particulars of Appointment:

RRJ funded COVID-19 collecting - Project Manager

Reports to: Head of AIUET / COVID-19 collecting working group

Organisation Unit & Location
Ahmed Iqbal Ullah Education Trust, Manchester Central Library

Salary   Grade 6 (£32,816 pro rata) adjusted to 2020 rates

Hours per week   21

Duration   Fixed term till 30/09/21 (and further, subject to funding)

All Stories Are Important - Overview of the project

We want to ensure that BAME communities' experiences of COVID-19 are recorded in detail, in their words and through their lens. We want to gather the evidence and data needed to dismantle racist narratives around why BAME people were disproportionately affected by COVID-19. We want to supply racial and social justice campaigners with ammunition for their activism and campaigns, and to hold public bodies and decision-makers to account. We want to gather the evidence and ammunition to expose how structural, institutional and interpersonal racism resulted in an unnecessarily high number of COVID-19 related deaths in the BAME community.

We won't shy away from the difficult and uncomfortable stories the pandemic has exposed. We will collect records, stories and articles that demonstrate how racism – structural, institutional and interpersonal – still exists today but is being erased by our national story being largely told by the privileged few. We will also record the stories of resourcefulness and resilience, in how under-served communities are living with COVID-19. We will take an intersectional approach, seeking to collect the stories of everyone within our BAME communities.

The legacy will not be the collection in itself but what we and others do with it. We will put this collection to active use, sharing it with activists and campaigners and using it to inform policy. We will publicly highlight the different ways in which Black

people's lives have been put at risk as well as the resourcefulness and resilience that we see in how our communities look after themselves and each other.

Role Overview:

You will be the key worker for this new Resourcing Racial Justice funded project. You will encourage and coordinate submissions from across Manchester's diverse communities, working closely with the established COVID-19 Collecting working group. You will be the key liaison between the Ahmed Iqbal Ullah Education Trust and the groups, individuals and activists who want to donate to the collection. You will be able to support the development of project outputs and contribute to the evaluation process.

The post holder will be self-starting and enthusiastic, with extensive experience of project management in a community or heritage setting. You will have experience of handling sensitive issues and of working with Black, South Asian and Global majority community groups. Ideally you have lived experience of the issues described above and have experience of working and connecting with communities digitally.

The global pandemic has amplified existing inequalities in society and we do not want to add to this, therefore we do not expect candidates to have access to IT equipment/technology in order to apply for or be eligible to take up this role. Please get in touch if you need any assistance to participate in the application process.

An enhanced DBS disclosure will be required for this role.

Please return your completed application form to jo.robson@manchester.ac.uk

Job description

Key Responsibilities, Accountabilities or Duties

- Coordinate the project and the working group.
- Recruit and manage the digital freelancers.
- Monitor and evaluate the project, including analysing data to provide regular reports on project progress to the working group and funders.
- Share progress and provide updates for the AIUET website, socials and project blog.
- Liaise with a range of community and statutory partners, including Archives+, Manchester BME Network and NHS Voices of Covid-19 to ensure the project is supported by key stakeholders.
- Undertake outreach activities with community activists and interested individuals.

- Support and train volunteers.
- Respond to requests for support from BAME community groups to record their experiences including building trust with the groups and key individuals.
- Deliver introductory and training workshops in archival collecting, oral history collection, reminiscence work and record keeping and processes to the community groups identified, to enable them to develop the skills necessary.
- Assist in the design of project outputs, including helping community groups to identify areas of focus, select material (visual, oral, moving image, text) and prepare it for digitising/sharing, to ensure dissemination of findings.
- Work closely with NLHF community producer and project coordinator (when appointed) on areas that project overlaps.
- Organise and host showcasing and sharing event at the end of project with activists and interested groups.
- Develop engagement activities with the general public.
- Develop an exit strategy and legacy plan for ongoing and long term collecting in relation to the pandemic.

Essential Knowledge, Skills and Experience

Knowledge

- Awareness of and commitment to the mission and values of the AIU RACE Centre and Education Trust with a good understanding of anti-racism and activism

- An understanding of person-centred/community-led collecting

- Knowledge of the BAME community & voluntary sectors and a high awareness of the needs of different communities

- Understanding of how COVID-19 has affected BAME communities and how their experience is shaped by this

- Interest and willingness to learn about archives / heritage / oral histories in a contemporary collecting setting

- Knowledge of standard IT software including MS Word, Excel, PowerPoint, Outlook and social media platforms

Skills

- Effective oral communication skills including the ability to establish and maintain positive relations with a wide range of organisations and individuals, using empathy and sensitivity

- Effective written skills including the ability to present Information in a clear and concise manner for small publications, reports, blogs and for the website

- Ability to design and deliver training workshops in a community setting and online being cognisant of how digital is used in community settings

- A good understanding of the digital environment and ability to schedule events digitally and support colleagues and community groups/individuals remotely

- Ability to manage resources and people including recruitment, motivation, training, induction, planning, target setting and supervision of work

- Ability to work on own initiative and determine own priorities

- Ability to adapt to changing priorities and needs and work flexibly as part of a team

- Strong planning and organisational skills with a solutions focused approach to work

Experience

- Excellent project management skills, preferably gained working in a community/heritage setting

- Experience of having collected a history archive

- Personal connection /lived experience of racism or the disproportionate impact of COVID-19

- Demonstrable experience of working in BAME community sector

- Experience of delivering training to groups and individuals, including preparation of material and delivery of sessions.

- Experience in events organising for large audiences, including room booking, time setting, presenting

- Experience of successful project management, including monitoring, dissemination and evaluation and meeting deadlines

- Experience of managing freelancers and writing briefs

- Experience of working effectively online and remotely using tools such Zoom/MS Teams/WhatsApp to meet and connect regularly with team members and stakeholders

Desirable Knowledge, Skills and Experience

- Knowledge of oral history and reminiscence work standards and best practice, including use of recording equipment, editing, creating index tracks and summary documents as well as sensitivity in practice

- Knowledge of geography and voluntary / community sector infrastructure and networks across GM

- Experience of delivering talks and presentations at conferences and sector meetings
- Speaking/knowledge of a community language