

## INTRODUCTION

The Ahmed Iqbal Ullah Education Trust is embarking on a piece of research into how heritage organisations are engaging with equality, diversity and inclusion (EDI) work. Our research will encompass both external activities (programming and engagement work) and how organisations seek to recruit diverse and representative bodies of people (Trustees, staff and volunteers) and to what degree their internal processes enable them to engage in EDI work.

The research will include desk research (to create a literature review), an online questionnaire, one-to-one online interviews, and focus groups. We will create a report which includes findings, recommendations and examples of good practice to share with the sector.

We wish to recruit a freelance Research Assistant to work on this research project from July until October or November 2021. We expect the commission to total around 64 days, and have a total of £14,400 for this commission (64 days @ £225 per day).

**This role could be job-shared between two people who collectively bring the required skills and experience.**

### About us

The [Ahmed Iqbal Ullah RACE Centre](#) (RACE Centre) is a leading specialist library on race, ethnicity and migration with a rich collection that focuses on the experiences of Black, Asian, global majority, migrant and refugee people (including a growing archive). We are recognised as a special collection within the University of Manchester Library but are based in Manchester Central Library as part of the Archives+ partnership.

(By global majority communities, we mean communities whose roots are in the Caribbean and Latin America, Africa, the Middle East, South and East Asia)

The RACE Centre works alongside the [Ahmed Iqbal Ullah Education Trust](#) (Education Trust), a charitable trust that functions as the outreach arm of the Centre and delivers a wide range of activities and projects.

We work as one team with a shared vision and mission:

*Our vision is an inclusive, equally represented and racially just society.*

*Our mission is to make Black, Asian, global majority, migrant and refugee history, heritage and culture more visible, supporting excellence in research and learning through ethical and inclusive practice.*

## **Our values and objectives**

We are an anti-racist organisation, with defined values and guiding principles:

*We work collaboratively and respectfully with others. This means doing things 'with people' not 'to people'.*

*We take a lead in challenging inequality, discrimination and bias.*

*We work courageously to uncover, record and collect marginal histories, by providing a safe space for discussion.*

## **THE RESEARCH**

We are seeking to establish a clear picture of how the heritage sector is engaging in EDI work, looking at levels of confidence and good practice on:

- Building diverse workforces and governing bodies
- Developing inclusive approaches to the stories explored and told
- Engaging with and building relationships with global-majority communities, and how this is reflected in programming
- Developing effective internal policies and procedures which support all the above

Our focus is on race and ethnicity, though we take an intersectional approach where possible.

Through this research we will establish a clearer picture of the sector's training and support needs around EDI work as well as around de-colonial practice. We will publish a report based on the research which shares our findings and contains recommendations and useful case studies. Overall, we wish to identify the challenges that hold the sector back, explore how to effectively tackle these, and present recommendations and ideas for moving forwards.

We expect this work to be of interest to a number of different audiences, including:

- The Museums Development Network (who have partially-funded this work and will use the findings to inform their support to museums)
- Association of Independent Museums and the Museums Association (who can also use the findings to inform their support to their membership)
- Key funders such as National Lottery Heritage Fund (main funder of the research) and Arts Council England
- Heritage sector networks and membership organisations

It will also enable the Education Trust to continue developing its consultancy support to the sector.

### **Methodology:**

Phase one:

- 1) Desk research, gathering relevant contextual information, including:
  - policies and priorities of key funders, policy makers and sector networks
  - organisations and networks with a focus on EDI work (with particular reference to race)
  - EDI initiatives and strategies within the heritage sector (including accreditation and other types of benchmarking)
- 2) Wide-scale data gathering via an online questionnaire

Phase two:

- 3) In-depth one-to-one telephone interviews, exploring key themes and questions with heritage organisations, key funders and networks, and community organisations who have experience of engagement with heritage organisations.
- 4) Focus groups, homing in on key questions identified through the desk research and online questionnaire. These may focus on one organisation (involving trustees, staff and volunteers) or may bring together different organisations to explore key themes.

### **What we are looking for:**

We would like to recruit a Research Assistant who can confidently deliver this commission remotely. The work will be managed by Maya Sharma, Collections Engagement Officer for the RACE Centre, with input from Safina Islam, joint Head of the Trust and Centre.

Essential criteria:

1. Good track record of research experience (in particular: online questionnaires, one-to-one interviews, focus groups and desk research)
2. Ability to analyse quantitative and qualitative data, as well as present findings clearly to a range of audiences
3. Self-reflective, with a good understanding of how unconscious and personal bias can influence research design and delivery

4. Good understanding of how institutional racism is embedded and perpetuated in mainstream and public sector organisations.
5. Able to work independently, as part of a team and from home; strong organizational and time-management skills
6. Good writing skills, with experience of writing accessible and engaging reports
7. Digitally-confident, with experience of using digital tools (eg Zoom, Mentimeter, Jamboards) in research settings.

Desirable criteria:

1. An understanding of equality, diversity and inclusion initiatives
2. Experience of working in (or knowledge of) the cultural sector
3. Data-visualisation skills, including creating infographics

One of our organisation's aims is to challenge the under-representation of people of global majority heritage in academic, cultural and library / archive sectors. People of Black (African and African-Caribbean) heritage are under-represented in our team; therefore we strongly welcome applications from people who identify as Black.

This role could be job-shared between two people who collectively bring the required skills and experience.

### **Payment:**

We have a total of £14,400 for this commission (64 days @ £225 per day). The appointed freelancer will be responsible for Income Tax and National Insurance contributions.

As all the work will be done remotely we do not anticipate any travel (or other) expenses.

We will discuss a payment schedule with the appointed freelancer, to agree a schedule that works for both parties.

### **Budget and timeline**

Our broad timeline is below (but we will firm this up with the appointed freelancer). We envisage the work averaging around 3 days per week, with some weeks busier than others.

Ideally our Research Assistant will have flexibility to increase days some weeks and decrease others, but we recognise this may well be unrealistic, given other commitments they might have. When appointed, we will discuss the points where more or fewer days will be needed to agree a timetable that suits both parties.

### **July:**

- Set up and actively promote online questionnaire
- Desk research

**Aug:**

- Close online questionnaire and analyse data gathered
- Set up and deliver one-to-one interviews and focus groups

**Sept:**

- Continue with interviews and focus groups
- Analysis

**Oct:**

- Analysis and report writing

**Nov:**

- Dissemination of report

**APPLICATION PROCESS:**

We would like to recruit a freelance Research Assistant to work on all aspects of this research, starting in July 2021.

If you are interested, please give us the following information:

About you:

- The relevant skills and experience you bring to this commission - specifically addressing the essential and desirable criteria
- Examples of work you have done that demonstrate you meet the desirable / essential criteria. We welcome links and attachments that give additional detail (no more than two).
- Any lived experience or personal insights of racism (and other forms of discrimination) you might bring to the commission
- Your availability from June - Oct 2021 - do you have any other work commitments? Are there any times when you are not available, or have limited availability? If appointed, when could you start the commission.

**Please tell us this in no more than 5 pages (font no smaller than 11 point).** We know this is tight but please be assured our judgement will be on the information presented rather than your writing style!

**Please give us two references; at least one should be able to comment on your research experience and skills. We will only contact referees after interview.**

**The deadline for submissions is 10am Monday 12th July and interviews will be held on Wednesday 21<sup>st</sup> July (please tell us if you unavailable at any time on this day).**

If you have any questions please email Maya Sharma, Collections Engagement Officer at [maya.sharma@manchester.ac.uk](mailto:maya.sharma@manchester.ac.uk). Please be aware that Maya works Monday to Thursday.