

Job Description
Race Advocacy Officer
Updated : December 2025

At The Monitoring Group, we believe that life should be lived to the full. It can be lived in a safe and just environment without any fear. We believe in equity without any ifs and buts and have a track record stretching over four decades challenging all forms of racism.

1: ESSENTIAL DETAILS

Job Title:	Race Advocacy Officer (Catch Project)
Contract:	Fixed term contract, subject to successful completion of a six-month probationary period
End Date :	30 September 2028
Reporting to:	Catch Project Manager
Location:	London Office and Home
Salary:	£34,000 Gross Full Time Hours
Annual Leave :	30 days plus Bank Holidays (Full Time Hours)
No of hours p/w	Part time up to 21 hours per week. The role will require occasional evening and weekend work for which TOIL will be granted.

The Monitoring Group is a leading anti-racist employer. We actively promote diversity in its staff group to ensure it truly represents the communities we assist.

2: HOW TO APPLY

Please send CV and covering letter to jpatel@tmg-uk.org

If you experience any problems, please do not hesitate to contact us by email (as above) or by phone – 020 7 582 7438.

3: ABOUT THE ROLE

We are looking for anti-racist advocacy workers to tackle the increase in racially motivated hate crimes in London. The post/s are funded via the CATCH network - an advocacy coalition funded by the London Mayor's Office.

A successful candidate will need to demonstrate excellent empathy for clients, casework skills-including making representations, working knowledge of race related legislation and procedures and an understanding of how public interest campaigns operate.

This is an important role in challenging racism in our society, especially in the Capital. The role requires an understanding of the current social and political climate and how racism operates, its impact on racialised communities and how the role of advocacy can lead to empowering discriminated and marginalized communities.

The post holder must have the ability to use computer packages and demonstrate a good grasp of IT. The post requires a large amount of contact with people in different settings and difficult circumstances. Good people and communication skills are therefore essential.

4: MAIN OBJECTIVES

- Provide information & advice to victims of race & religious hate crimes and incidents
- Provide advocacy and representation for clients ensuring that that service adheres to the group's minimum standards
- Liaise with statutory agencies for the purposes of representing clients and attend relevant multi agency forums dealing race hate crimes.
- Provide written and oral reports on current trends for both internal and external purposes
- Establish/participate in case led and public interest campaigns including helping with the group's social media campaigns
- Liaise with relevant professional agencies including lawyers and trauma counsellors to assist in developing holistic support
- Retain and expand knowledge of legislation and procedures relevant to advocacy work
- Collate casework data to submit regular returns within stipulated deadlines
- Ensure that a professional and trusting relationship is developed and maintained with clients, colleagues, volunteers, lawyers and all those assisting in the delivery of the group's services
- In conjunction with the Line Manager, develop a comprehensive workplan to ensure an effective delivery of work that meets all agreed outputs and outcomes; and ensure all deadlines are met

5: MAINTINING RECORDS

- Maintain manual and electronic records to all aspects of project work and ensure all records are kept up to date. These include records of meetings with external agencies
- Maintain effective and updated manual cases files
- Maintain effective online data of all cases using a comprehensive online casework system
- Maintain an effective log of all public campaigns

6: ORGANISATIONAL OBJECTIVES:

- Participate and contribute to the Group's organisational and developmental work
- Represent the Group at various external meetings and events
- Ensure effective liaison regarding all aspects of work both internally and externally
- Attend internal meetings and present reports on all aspects of the project
- Work with Line Manager and colleagues to prepare reports, statistics and case studies as necessary and present them at meetings

The information outlined above serves as a guide of the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the job description will be reviewed on

PERSON SPECIFICATION

SKILLS & ABILITIES

Oral presentation skills – fluency and accessible language	ESSENTIAL
Literacy skills – Written presentation	ESSENTIAL
Numeracy: Data Collection and Calculating Budgets	ESSENTIAL
Empathy – supporting Clients	ESSENTIAL
Learning – Ability to absorb information readily and put into practice effectively	ESSENTIAL
Listening skills	ESSENTIAL
Negotiating – the ability to procure the best outcome	ESSENTIAL
Campaigning process – understanding the reason and nature of public interest cases	DESIRABLE
Usage of Social Media	ESSENTIAL

KNOWLEDGE

Key legislation on hate crimes	ESSENTIAL
Best Practice on race hate crimes- including policies and practices	DESIRABLE
An understanding of the impact of racism on one or many racialised communities	ESSENTIAL

An understanding on the causes and patterns of racism	ESSENTIAL
---	-----------

EXPERIENCE

Experience of work with racialised communities	ESSENTIAL
Working with any other marginalized/discriminated communities or communities suffering deprivation	DESIRABLE
Experience of Teamwork	ESSENTIAL

QUALIFICATIONS/EDUCATION

Educated to Degree level OR Equivalent work experience

ANY OTHER FACTOR RELATING TO POST

- Attendance at occasional evening or weekend meetings will be required
- When work entails learning new skills, training will be provided
- Working with vulnerable and distressed families and individuals

BRIEF INFORMATION ON THE MONITORING GROUP

The Monitoring Group was established in Southall, West London, in the early 1980s by young local community activists and lawyers to challenge State misconduct and neglect as well as all forms of racism.

It is recognised as one of the leading anti-racist organisations in the UK and has a national profile. It has become a permanent feature for Black, Asian and Migrant communities in their struggles for civil rights and state accountability and, therefore, occupies a unique space in the UK's social justice landscape. It has achieved this status by creating and sustaining a unique hybrid model, over the last four decades, for its work that involves advocacy, grassroots community organising (especially within 'hard to reach' communities), public interest impact campaigns and strategic thinking and action (including litigation) to change discriminatory legislation, policies and practices.

The Group's knowledge and understanding on the structures and systems that support and perpetuate racism is continuously enhanced by:

- daily representation and advocacy on behalf of clients suffering racial discrimination and hate crimes containing the intersectionality of race, class, gender, LGBTQ+ and disability.
- research and evaluation projects
- participating in Public Inquiries that have examined the prevalence of racism and neglect within public bodies, including police (Stephen Lawrence Inquiry and Undercover Police Inquiry), prisons (Zahid Mubarak Inquiry), and care services (Victoria Climbié Inquiry). The Group is a core participant at the Undercover Police Public Inquiry.
- establishing and supporting family led campaigns, self-organised and arts-based projects within Black, Asian and minority ethnic communities to address injustice, representation and marginalisation and to empower racialised groups of our society.

Currently the Group is in a transition, moving towards a more equitable and collective approach in both its decision making and actions. The Group is a Charity and a Company Limited by Guarantee registered in England & Wales. The Monitoring Group office address is 2 Langley Lane, London SW8 1GB.

Please visit our website for further information