

## APPLICATION PACK FOR ANTI-RACISM CONSULTANT

Magic Me is looking to appoint an experienced anti-racism consultant or organisation to provide expertise and additional capacity, to support us to create an Action Plan to implement our anti-racism commitments.



CONNECTING GENERATIONS

### RECRUITMENT TIMELINE

Thurs 6 May: Recruitment starts, Adverts out  
10am Tues 18 May: Deadline for Applications  
Fri 21 May: Shortlisting and invitations to interview  
Week beginning 24 May: Interviews and decision. Interview dates tbc.

Timescale for contract: May – end August 2021

Consultancy Budget: up to £7,000 inc VAT to cover fees, expenses and any other costs

### BACKGROUND AND CONTEXT

#### MAGIC ME

Magic Me specialises in intergenerational arts activity bringing younger and older people together for mutual benefit, learning and enjoyment. Based in Tower Hamlets, east London, Magic Me has 30+ years' experience working with partner schools, care homes, sheltered housing schemes, community and cultural organisations. We serve young people 8+, and older people 60+, many 75+

Magic Me is currently working with communities in Tower Hamlets, Waltham Forest and Essex. Since March 2020 our *At Home Together* programme has provided new ways for younger and older people to meet, to make and to party at a distance.

#### OUR JOURNEY SO FAR

In Summer 2020 Magic Me staff and trustees set up anti-racism book clubs to learn informally in groups and started to make changes, for example around recruitment practices.

During the Autumn and Winter Pooja Sitpura, Magic Me artist and anti-racism consultant, facilitated sessions on Unconscious Bias and Allyship for trustees, staff and artists. Priority areas for action in 2021 were identified and are included in the Commitment Statement made by the Board and Director.

The disruption of the pandemic and our commitment to anti-racism means Magic Me is questioning everything about our delivery, practice and organisation.

This Consultancy will play an essential role across the organisation as we plan for 2021 and beyond.

For more information please see:

[www.magicme.co.uk](http://www.magicme.co.uk)

[Magic Me Annual Report 2019/20](#)

[Whose stories get heard?](#) Director's Blog, Magic Me website, June 2020

## **RECRUITMENT BRIEF FOR ANTI-RACISM CONSULTANT**

We are looking for a professional consultant or organisation with demonstrable experience of developing and delivering anti-racism work in the charity and/or cultural sectors.

This brief given below is not prescriptive and we are open to new ideas and approaches.

This consultancy will take place within the context of other developments at Magic Me: a review, already underway, of Magic Me's vision, purpose and values; recruitment for a new Chair of Trustees and other Board members; establishing a new base for Magic Me - we moved office in January 2021, but are currently working from home.

The consultant will report to the Director.

The brief is:

- To work iteratively with the Director, Director of Finance & Operations and Programme Director, to identify priorities and actions for change to implement Magic Me's anti-racism commitments.
- To offer challenge, support and guidance to help with wise decision making by staff and the Board.
- To liaise with the Trustees, in particular the HR Sub-Committee, to ensure active engagement at governance level, and effective mechanisms to ensure accountability and ownership.
- To identify and facilitate processes and conversations with staff and freelance artists to build trust and confidence in this process, generate thinking and commitment for actions.
- To identify and facilitate ways to engage regular Magic Me project participants and partner professionals in this process.
- To review existing Policies and relevant documents, and support the creation of new ones.
- Following all the above points, to shape a comprehensive and SMART anti-racist Action Plan with full organisational buy-in and ownership. The Plan needs to be appropriate for Magic Me's context, scale and budgets. To present this Plan to key stakeholders.
- The work to be planned and carried out within covid-safe practices and guidelines, recognising the need for flexibility.

### **APPLICATION PROCESS**

Please apply in writing, by email with the subject heading 'Anti-Racism Proposal' to [recruitment@magicme.co.uk](mailto:recruitment@magicme.co.uk) including the following:

- cv/track record and experience
- Proposal, approach and style of working - maximum 2 x A4 pages
- How you would use the budget
- Names of two referees

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