



Derby West Indian Community Association (DWICA)

PROJECT OFFICER - JOB DESCRIPTION AND PERSON SPECIFICATION

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| Post: | Project Officer |
| Reporting to: | Project Manager |
| Salary: | £20,000 FTE – prorata for 30 hours week = actual £16,000 |
| Responsible for: | Sessional workers and volunteers through line management. |
| Location: | Derby West Indian Community Centre and some travel will be required in the performance of the post |
| Hours of work: | 30 hours a week (4 days week) |

Main purpose of post

The Project Officer will support the development, delivery and management of a range of positive activities and services for Black and Minority Ethnic (BME) communities. This post will be subject to DBS clearance.

Key Result Areas

Children and young people

1. Deliver a weekly youth provision for children and young people to have fun whilst developing their awareness on key issues affecting them.
2. Deliver 3 x 10 week social action training programmes each year, supporting young people to volunteer, develop active citizenship and develop 3 projects each year to benefit the wider community
3. Promote and publicise the sessions within schools and with partner agencies for referrals of disaffected children and young people. This will include work in assemblies and outreach work to establish familiarity and to develop initial levels of relationship with children and young people as well as attendance at partnership meetings in the City.
4. Encourage young people to volunteer within the sessions and record their contributions for their CVs.
5. Liaise and advocate as necessary with a young person's parent or carer, relevant support services and teaching staff.
6. Lead small group sessions looking at various issues, drawing on expertise of outside agencies when necessary.

Inclusion

7. Organise and deliver weekly intergenerational activities to address issues facing newly arrived, isolated and marginalised communities. Workshops and sessions should focus on teaching the community about their health, heritage and culture and foster links with residents from newly arrived communities.
8. Arrange specialist speakers and workshop providers such as African drumming, language classes, cooking, storytelling using peers/elders.
9. Explore the specific issues faced within this community and liaise with appropriate professionals to deliver focused sessions on the subject matters, with a focus on work with Dual Heritage work on identity, self-esteem and cultural issues
10. Arrange the delivery of targeted health sessions to include fitness & healthy eating to raise awareness of & prevent health issues prevalent in the BME community such as sickle cell & diabetes with a view to preventing risky behaviours.

Elders

11. Deliver weekly sessions for BME elders to address their isolation including arts & crafts, memory making activities, gentle exercise & cultural social events such as domino tournaments.



Forums

12. Organise and deliver 3 x quarterly forums for each of children and young people, adults and elders to increase their participation and involvement in project delivery and in the running of DWICA.
13. Deliver fun, informative and interactive discussions and training sessions with a focus on personal development for the participants around communication, confidence, debating and consultation with their peers.
14. Liaise with key decision makers to arrange meetings, presentations and to provide a platform for participants of the 3 forums to influence policy and practice.
15. Organise focus groups / meetings in which participants and volunteers can help to evaluate the work and obtain feedback and support them to make decisions about how the project should be developed.

General Work areas

16. To manage and supervise a variety of sessional workers and volunteers to support the delivery of outreach and centre based activities in accordance with the job description and agreed work plan.
17. Encourage maximum participation in the services and activities by target beneficiary groups and seek referrals from appropriate agencies and partners.
18. Keep relevant notes and conduct informal and formal interviews and evaluation questionnaires to monitor and record the usage and impact of the service.
19. Produce quarterly progress reports including statistical analysis of the work.
20. Be responsible for the implementation of policies and procedures of the centre, including safeguarding and equal opportunities.
21. Liaise with the Project Manager, other staff and volunteers of the organisation to ensure that the work is of high quality and meets the expectations of funders, partner organisations and others.
22. Undertake such training and personal development as required to keep up-to-date with current issues and to improve the general standard of work delivery within DWICA.
23. Undertake any other tasks which may be reasonably required within the post and range of experience, expertise and skills.

Performance will be measured by working towards project outcomes. Achievement will be measured against the agreed objectives through regular meetings with your line manager through the staff review process.

PERSON SPECIFICATION

- Evidence of a good level of education, relevant professional qualifications and/or significant recent experience
 - A knowledge and understanding of Black and Minority Ethnic communities and the needs within the community.
 - Well developed literacy and written and oral communication skills, including the ability to communicate with people from a variety of social, cultural and professional backgrounds
 - Experience of working with Black and Culturally Diverse individuals on a one-to-one and group basis in a compassionate and empowering way.
 - Experience of supporting and working with sessional workers and volunteers
 - Experience of methods of monitoring and evaluation and the ability to develop materials to measure outcomes.
 - The ability to work as part of a team and to be self motivated and directed
 - Openness to new ideas and flexibility in relation to ways and times of working
 - A good understanding of modern administrative systems, including that of finance and statistical data
 - A working knowledge and understanding of current Safeguarding, Health and Safety, Equal Opportunities and Data Protection Act legislation.
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