



Job Description

Job title:	Employment Project Support Officer
Location:	Brixton, London with some local travel
Reports to:	Programme Delivery Director
Salary:	£30,00- £32,000
Hours:	37.5 per week (Part time/Job share will be considered)
Benefits:	26 days annual leave plus bank holidays, pension contribution
Deadline:	Wednesday 1 st April 2020 (23:30pm)

About Black Thrive

Black Thrive is a partnership that works to address the inequalities that negatively impact the mental health and wellbeing of Black people in Lambeth. We use a Collective Impact approach (described by Kania and Kramer in 2011) to bring together individuals, local communities, statutory agencies and voluntary organisations to address structural barriers that prevent Black people from thriving.

We place the voices of the community at the centre with the aim of influencing policy, service design and delivery and to provide feedback about the community's experience of services. We aspire to build a culture where Black communities are supported by relevant, accessible services, which provide the same quality of support for all people regardless of their race.

Further information can be found on our website: <https://www.blackthrive.org.uk>.

About the team

We are a small and dedicated team with big ambitions. Our work focuses on changing systems that create and sustain inequalities for Black people in Lambeth. We continue to push conventional boundaries, which means our work is challenging but both exciting and extremely rewarding.

As a learning organisation, we try to nurture a culture where we reflect on what works, as well as identifying areas for improvement. It is important to avoid 'group think', and we work to create a safe space where we can respectfully challenge one another, and both give and receive constructive feedback.

Our team includes many committed volunteers who help to shape our thinking and approach. They play a crucial role in ensuring that the voice of the community is placed at the centre of what we do. We are keen to increase the participation of people living with long-term conditions in our work and to use our expertise and networks to nurture leaders locally.

Overview of the role:

The purpose of this role is to support Black Thrive's employment strand of work, which is key to promoting wellbeing and preventing ill health as well as to supporting recovery from ill health or slowing progression from one to many health conditions.

The immediate priority for the role is to support the effective delivery of the employment project funded by Guys and St Thomas' Charity (GSTC), a summary of which is attached. The role has a wide span of responsibility ranging from community engagement and research to administration.

Black Thrive has three main Working Groups - Children, Young People and Families; Working Aged adults; Older Adults. The Working Groups and subgroups comprise of members of the community; voluntary and community sector; representatives from the mental health system; local public-sector bodies; and the private sector. This role will support the Employment Working Group, which is part of Working Age Adults.

Duties and responsibilities:

1. Assist the Programme and Partnerships Manager (Employment) to deliver Black Thrive's employment project funded by GSTC.
2. Engage and involve Lambeth's Black communities in delivering the GSTC project.
3. Develop and maintain comprehensive administrative and electronic systems to ensure that the employment working group and sub groups can function effectively and the overall project can be delivered efficiently.
4. Design and maintain databases to support relationship management and engagement with community members, employers, partners, contractors and other stakeholders.
5. Participate in and support research and evaluation.
6. Work with community members and partners to ensure the collection, analysis and reporting of quantitative and qualitative data to support understanding, action and monitoring relevant to employment generally and the GSTC project specifically.
7. Support the Programme and Partnerships Manager with project management and reporting arrangements relating to the achievement of objectives and milestones.
8. Support the Programme and Partnerships Manager to ensure the effective management and governance of financial resources, including progress and risk reporting to partners and stakeholders.
9. Organise meetings and events and manage the associated administration such as room bookings, preparing and distributing of agendas, minute taking and action tracking.

10. Produce and deliver presentations, reports and other material relevant to the role, including briefings and monitoring reports for the Working Group, Partnership Board and funders.
11. Work with communication leads for Black Thrive and partner organisations to ensure effective communication of Black Thrive's employment work to relevant audiences using the internet, social media and other appropriate channels.
12. Keep abreast of various projects, initiatives and coalitions in Lambeth as well as emerging policy and practice to support the Programme and Partnerships Manager.
13. Ensure compliance with legislation and policies relevant to the job role, including equality, safeguarding, health and safety, data protection and financial probity.
14. Represent Black Thrive at meetings and external events (e.g. conferences).
15. Occasionally work at weekends and in the evenings when required.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Person Specification

Employment Project Support Officer

The criteria below will be used in shortlisting candidates and/or will be tested at interview.

Experience	
1.	Building effective working relationships with colleagues and community members.
2.	Supporting the management of programmes and projects
3.	Setting up and maintaining databases and administrative systems that are compliant with data protection legislation
Ability, skills, knowledge	
4.	Knowledge and understanding of the experiences of people of African and Caribbean descent and the factors that influence their health and wellbeing outcomes
5.	Ability to understanding the experiences of disabled people, including those with long term health conditions, and the factors that affect their employment
6.	Ability to understand and comply with equality legislation and a commitment to the social model of disability and antiracist practice
7.	Ability to undertake and/or support research and evaluation
8.	Ability to work within and/or between large organisations that deal with complex issues
9.	Ability to manage financial resources, including incoming and outgoing grants
10.	Good verbal and written communication skills
11.	Good numerical and analytical skills
12.	Ability to work through ambiguity and uncertainty and remain calm under pressure
13.	Ability to remain enthusiastic, optimism and solutions-focused in the face of adversity and to deliver tangible results with minimal supervision
14.	Competent use of Microsoft Office software and of social media

An enhanced Disclosure and Barring Service (DBS) check will be required but we will treat applicants who have a criminal record fairly and will not unreasonably discriminate because of a conviction or other information revealed.

How to apply

We especially encourage applications from people from Black backgrounds and individuals who have lived experience of long-term conditions and or caring for someone living with long-term health conditions.

Please send us a copy of your CV (no more than 3 pages) and cover letter (up to two pages) outlining your suitability for the role. Please email your CV and cover letter to hello@blackthrive.org.uk or post it to Black Thrive, We are 336, 336 Brixton Road, SW9 7AA. All applications should be received by 23:30pm on Wednesday 1st April 2020. Please note that our office closes at 17:30pm.

Interviews will take place between the 15th and 17th April 2020

For further information about the role email hello@blackthrive.org.uk or call the Black Thrive team on 020 7274 8522.