**Race Equality Network**

**JOB DESCRIPTION AND SPECIFICATION**

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| Job Title: | Capacity Builder |
| Salary: | Circa £23,000 per annum |
| Location: | Grange Interlink Community Centre, Bradford, BD7 1PX |
| Hours of Duty: | 37 hours per week |
| Holidays | 22 days per annum plus 8 Statutory Bank Holidays, Total – 30 days |
| Responsible to: | Project Manager |
| Purpose of Role | To help deliver the Covid-19 BAME project by building community networks and working relationships with partner agencies, supporting projects and communities to effectively deliver a robust response to the pandemic  Do all other tasks commensurate with the role including strengthening REN as an organisation so that the Covid BAME project is delivered more effectively |
|  | **DUTIES AND RESPONSIBILITIES** |
|  | * Assist the Project Manager to deliver the objectives of the project including deputising as necessary * To raise awareness within the BAME community on Covid-19 in line with Bradford Council and Public Health guidance. * To develop partnerships with Anchor organisations, grant recipients, key partners, community groups and individuals within the statutory, voluntary and private sectors to meet project outcomes and resolve any issues that may arise. * To monitor, support and co-ordinate the work of Anchor organisations and grant recipients to and ensure their work is completed satisfactorily in line with Service Level Agreements and agreed outcomes/targets. * To attend meetings and network with community groups and partner agencies by using a multi-agency approach to deliver physical/mental wellbeing projects around Covid-19 and host seminars, community forums and events. * Assess the needs of BAME communities through carrying out research and developing a plan of activities/programmes for BAME communities. * To recruit and train volunteers and community ambassadors to enable them to support activities delivered throughout the project. * Design, deliver and support the delivery of new and existing projects around race and equality, community engagement, education and health & wellbeing. * Produce, monitor and update project plans and reports for the Project Manager and provide administrative support. * To create an inclusive environment ensuring equality and diversity policies are adhered to by funded Anchor organisations and community groups across the Bradford District. * To raise the profile of REN and promote projects via all social media platforms including Facebook, Twitter, Instagram and LinkedIn and manage the organisations website. * Writing and producing marketing material (brochures, posters, flyers etc.) and liaising with and providing information to the media (news channels, radio stations etc) * To electronically maintain accurate and up to date records, develop effective monitoring and evaluation systems, produce reports for the Project Manager, Board, funders and other stakeholders. * To undertake continuous professional development to enhance skills and strategies. |
| Teamwork | * Form a good relationship with the Project Manager and the Board of Trustees to deliver successful outcomes * Support and work collectively with the Project Manager, Anchor organisations, grant recipients, community groups, partners, volunteers, and ambassadors. * To be aware of equal opportunity issues and values and to ensure that all work is planned and carried out according to the guidance provided by Race Equality Network’s Opportunities Policy. * To be aware of the importance of good health and safety practise within office settings, activities and meetings according to the Race and Equality Health and Safety Policy. * To undertake appropriate training and make sure that you are up to date with relevant legislation and guidance concerning BAME communities. |
| Admin & Finance | * Carry out the necessary administrative tasks. * Maintain accurate and up to date records of work done according to the requirements of funders and to complete monitoring tasks as required. * To act in accordance with the overall aims of Race Equality Network. |
| **JOB REQUIREMENTS** | **Requirements marked with an E below are essential if you want to be shortlisted for an interview. You must clearly demonstrate that you meet these requirements. It is advised that you use the below requirements as headings and show how you specifically meet the requirements** |
| **Experience & Qualifications Required:**  Points marked with E will be used for shortlisting | * A minimum of two years paid work in community development. **E** * NVQ L3 level education **E** * Experience working with the BAME community. **E** * Proven IT skills and use of Microsoft Office (Word, Excel, Outlook, Publisher, PowerPoint etc.) and social media platforms.  **E** * Experience of working on one’s own initiative and within a team. **E** * Experience developing monitoring and evaluation processes. **E** * Experience in promotion, marketing, Public Relations or campaign activity preferably using social media **E** |
| **Skills/Knowledge/Ability**  Points marked with E will be used for shortlisting | * Understanding of health, Covid-19 and specific issues BAME community face. **E** * Good understanding and knowledge of race, equality, community development and health. **E** * Ability to develop multiagency partnerships. **E** * Good communication skills and organisational skills. **E** * Ability to work under pressure in a demanding voluntary sector organisation. **E** * Keep up to date and accurate records. **E** * Ability to prioritise tasks and meet deadlines. **E** * Produce clear and concise reports**.E** * Working knowledge of policies and procedures. **E** * Ability to plan well in advance on basis of needs. **E** |
| **Other**  Points marked with E will be used for shortlisting | * The delivery of this project needs to be within flexible hours and it is anticipated that evenings and weekend work may be required. **E** * Prepared to travel locally, regionally or nationally as and when required. **E** * Have your own transport or be able to travel by public transport. **E** * Commitment to personal and professional development. * Commitment to equal opportunities and work in an anti-discriminatory, anti-oppressive manner with the BAME community. **E** * Commitment to safeguarding the welfare of others. **E** |