



Position: Project Worker	Duration: up to March 2023
Contracted hours: 21 hours per week	Responsible to: Project Manager
Salary: £13,104 per annum (£21,840 pro rata)	Responsible for: project sessional workers/volunteers

Job Purpose

General Purpose of post

Women Connect First are pleased to announce a new exciting Mental Health and General Wellbeing project ‘*Together we Can Thrive*’, the project aims to make a difference in the lives of women from diverse communities, to overcome the mental health stigma. The project will offer wide range of activities and support services by incorporating the social and cultural beliefs, and tackling different issues affecting the participants’ lives.

The project is supported CAF Resilience Fund, which aims to help the people and causes hardest hit by Covid-19.

The Project Worker will work alongside the Project Coordinator and sessional workers in organising and engaging BAME women and families to alleviate loneliness and social isolation as part of the Together We Can II project. The post holder will be required to actively promote, recruit and engage participants from diverse communities to activities and courses and ensure they contribute effectively, appropriately and safely.

WCF is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. We are a diverse organisation that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. We want everyone to feel valued and included and to achieve their full potential. WCF is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

Key Duties and Responsibilities:

1. To ensure that all administration systems are in place to allow the smooth and efficient running of the ‘Together We Can Thrive’ project.
2. To coordinate and ensure that all admin duties are fulfilled; to include reception duties, telephone, mail and email enquiries are dealt with efficiently and appropriately.
3. To coordinate the maintenance and updating of systems, files and records of the projects and services, including database systems.
4. Maintain and update the relevant monitoring system
5. To attend, prepare and contribute to steering group meetings.
6. To maintain and update records of participants’ information, registers and the volunteers’ database.

7. Take part in coordinating marketing and communication activities and events to promote the project.
8. To ensure the effective implementation of the organisation policies.
9. To take a lead in the organisation of activities and events including booking attendees, registration, booking venues when needed and also coordinate and deliver the online and face to face sessions
10. Work with the Project Manager and Project Coordinator in all aspects of the evaluation of the project.
11. Work collaboratively with all other projects and services offered by WCF charity for a holistic approach and promote the ethos of the organisation.

Other duties:

- Deliver a targeted recruitment plan for participants and volunteers.
- To work closely with the Project sessional workers and volunteers to develop new areas of delivery.
 - Work with partners, participants within ABME communities and community organisations in a planned way to promote the aims and objectives of the TWCT project.
 - Attend meetings to exchange ideas and information and share good practice.
 - Make a positive contribution to the formulation and implementation of programmes.
 - To perform other duties as reasonably assigned or under the authority of the Project Manager
- To help with setting up community based activities, outreach sessions and events for the women and their families.
- To attend mental health and well-being related networks, meetings and health events supporting partnership and sharing good practice
- Attend training courses relevant to the role and maintain personal CPD
- Carry out administration such as registers, reports, retention and achievement data.
- To work closely with colleagues to extend knowledge and skills in order to identify best practice

Person Specification

- Excellent verbal and written communication skills
- Ability to think clearly, creatively and imaginatively
- Positive attitude and strong focus on teamwork and network
- Ability to communicate with people from all backgrounds
- Ability to build and maintain positive relationships with people
- Demonstrate a high degree of flexibility and confidentiality
- Capable of presenting information, orally and written
- Have skills to plan, organise and present information
- Ability to work under pressure and to tight deadlines
- Ability to work on own initiative

Qualifications

- NVQ Level 2 or equivalent
- Proficient in Microsoft packages of Excel, Word, Outlook etc

- Basic First Aid training/qualification would be preferred
- Safeguarding certificate

Knowledge

- Knowledge of diverse communities and the ability to work with people from all backgrounds, especially BME women and their families
- Knowledge of Mental Health & Well-being
- Awareness and Knowledge of Health and Safety protocols

Experience

- Experience of working with people within community settings
- 2 years' experience working with BME communities and engaging diverse communities
- Relevant office administrative or project work experience

Other Comments – the job holder:

- Must keep up to date with new methods and undertake any necessary internal or external training in accordance with company procedure/policies.
- Has a statutory duty to observe all health and safety rules & Covid regulations and take all reasonable care to promote the health and safety at work of themselves and their fellow employees. The Job Holder must report any health and safety issues immediately to their Line Manager in writing.
- Will be required to demonstrate positive attitudes and values towards others and work in a non-discriminatory way
- Post is subject to clearance of DBS checks