

<b>Organisation:</b> Women Connect First	
<b>Position:</b> Outreach & Admin Officer	<b>Duration:</b> up to March 2023
<b>Contracted hours:</b> 21 hours per week	<b>Responsible to:</b> Project Manager
<b>Salary:</b> £12,809 (FTE £21,349)	<b>Responsible for:</b> Volunteers

**Job Purpose**

**General Purpose of post**

Increase and widen participation in health and physical activity initiatives that improves the physical and emotional health and wellbeing and quality of life therefore achieving the outcomes of the Healthy & Active Fund for BME women, girls and children in Cardiff. The Outreach & Admin Officer will work with the Project Manager & Project Coordinator in delivering the project, engaging with the community, forums and hard to reach groups to promote the work of the project. It will involve promoting volunteering opportunities. To actively promote, recruit and engage participants 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 Healthy Body, Healthy Mind 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 including those required by the Healthy & Active Fund.
5. To attend, prepare and contribute to steering group meetings.
6. To maintain and update records of participants information, registration forms, activity attendances and the volunteers database for the project.
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 recruiting attendees, arranging venues, registration, and arranging refreshments, organise and co-ordinate participants for the HBHM project activities.
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.

### **Outreach & Admin Officer - Job Description**

- Deliver a targeted recruitment plan for participants and volunteers.
- To work closely with the Project Coordinator and volunteers to develop new areas of delivery.
  - Work with partners, participants within BME communities and community organisations in a planned way to promote the aims and objectives of the HAF funded Healthy Body Healthy Mind 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 health activities for women and their families.
  - To attend health 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**

- Competent IT skills Qualifications
- 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 Health and Nutrition
- 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 and Covid compliance as per Government guidelines.
- Has a statutory duty to observe all health and safety rules 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
- This position is subject to the DBS enhanced disclosure