

**LATIN AMERICAN WOMEN’S AID – LAWA**

**JOB DESCRIPTION**

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| **Position** | **Senior Community Outreach Officer** |
| **Responsible to line manager** | Director |
| **Job purpose** | The purpose of this role is to design, implement and deliver the *Creciendo Juntas / Crescendo juntas / Growing together* project, which is a by and for elder Latin American women’s space. A tailored and designed project for elderly Latin American women to reduce isolation and the risk of becoming isolated in the borough of Hackney.  Growing together is an 18 months project part of the commissioned initiatives by Hackney Connect, funded by the National Lottery. |
| **Salary/Contract** | £24.160 pro rata 21 hours–Fixed term contract |
| **Hours** | 21 hours a week (3 days a week) |
| **Requirements** | In light of the nature of work and focus of LAWA and this project, the organisation considers the candidate’s **age**, race and gender, to be an occupational requirement in accordance with Parag 1, Schedule 9, of the Equality Act 2010. |

**Programme tasks**

* To map key spaces within the borough of Hackney to promote the project and do outreach
* Support the recruitment of participants through promotion of the Project
* To develop modules, policies and desired goals of the Growing together programme together with service users based on their needs and interests.
* To coordinate and deliver weekly morning sessions for participants to become reduce isolation and support practical needs.
* Explore and develop different forms of peer support systems/groups together with participants.
* To deliver random weekly monitor calls to participants to reduce isolation and develop deep relationships.
* To ensure Growing Together programme is embedded in a framework of black feminist participatory approach on VAWG
* Ensure participants views and integrated in shaping and evaluation of the Growing together programme.
* To deliver a drop-in service to support practical needs of elderly BME women.

**Monitor and evaluation tasks**

* To ensure the implementation and use of the CMF (official project data collection tool).
* To ensure LAWA’s MEL systems are updated properly and on time.

**Other tasks**

* To provide regular updates to the manager with information on progress towards all project outcomes in time.
* To attend monthly supervision meeting with the manager and non-managerial supervision sessions as required.
* To represent LAWA at meetings, seminars and conferences as directed.
* To attend trainings in order to develop skills and increase knowledge and understanding on Black Feminist participatory approach to VAWG
* To attend events, such as community events, to promote LAWA’s Change Maker programme
* To attend all staff and any other meetings as required by the management.
* Work flexible hours as necessary to meet any assessed need.
* Any reasonable duties which may be required in pursuance of LAWA’s objectives.

**General LAWA tasks**

All staff at Latin American Women's Aid must:

* Work at all times with the best interest of LAWA in mind.
* Ensure that any action or comments made on behalf of or representing LAWA will not cause the organisation's name to be sullied or assist in bringing the organisation's name into disrepute.
* Ensure that the work undertaken within this projects is in accordance with LAWA's Equal Opportunities Policy.
* Work within the policies and procedure framework of LAWA.

**Person specification**

* Strong communication skills – verbal and written including experience of public speaking and/or the ability to give presentations, and facilitate group discussions. **Essential**
* Experience of delivering community development projects. **Essential**
* Knowledge of Black feminist approach to VAWG and empowerment **Essential**
* Strong knowledge of access barrier and needs of Latin American Community in the context of Migration and VAWG. **Essential**
* Ability to effectively plan and organise own workload and coordinate other resource to meet deadlines. **Essential**
* Experience of collating and presenting data for diverse audiences. **Essential**
* Strong Facilitator skills. **Essential**
* Strong IT skills, including experience of using MS Office, web technologies and social media. **Desirable**
* An awareness of national policies that relate to gender violence, and domestic violence support services. **Desirable**
* Experience in coordinating volunteer placements. **Desirable**
* Innovate and participatory approach to community learning and skill sharing. **Desirable**
* Ability to fluently communicate with clients and external agencies in Spanish or Portuguese and English (verbal and written form). **Essential**

**GENERAL**

* Ability to work on own initiative and demonstrate initiative on a daily basis. **Essential**
* Excellent time management skills and ability to multi-task on a daily basis. **Essential**
* Ability to assess work, provide feedback and follow-up tasks as assigned and making consistent and satisfactory progress towards established goals. **Essential**
* Ability to work as part of a team ensuring the provision of a high quality service. **Essential**
* Ability to ensure that LAWA’s Equal Opportunity Policy is implemented in all aspects of its work. **Essential**

**Flexibility clause:** In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically referred to above. Such duties however, will fall within the scope of the job at the appropriate grade. This job description will be subjected to review with the post holder, to ensure that it accurately reflects the duties and range of the post. The aim hereby is to improve the quality of service for Latin American women and all matters relating to their well-being.

**Contract conditions:** All posts at LAWA are subject to the availability of funding. This post is offered for a fixed term period. Additionally, this post is subject to a probationary period of six months which can be extended for an additional three month term at the discretion of the Management. Upon successful completion of the probationary period, a fixed term contract will be awarded.

**Please note that we are not able to sponsor any work permit or visa.**

**To apply please send your CV and a letter of intention to** [**recruitment@lawadv.org.uk**](mailto:recruitment@lawadv.org.uk)**. In the email subject, please indicate the post you are applying to.**

**Deadline: August 25th 2019 / Suitable candidates will be contacted during the recruitment and the process can be closed earlier if the perfect candidate is found.**