

JOB DESCRIPTION

Job title:	Partnerships Officer (BAME Disparities Project)
Salary:	£32,000 to £34,000
Hours:	35 per week
Annual leave:	25 days plus 3 days over Christmas/New year
Contract:	One Year Fixed Term
Based at:	THCVS Office/Home
Reports to:	The Partnerships Manager
Direct reports:	None
Staff supervised:	Volunteers and temp staff as appropriate
Budget holder:	N/A

Context

Tower Hamlets Council for Voluntary Services (THCVS) is mainly funded by the Local Authority and the NHS in Tower Hamlets to build the capacity of Voluntary and Community Sector (VCS) organisations and to support the VCS in working in partnership with public and private sector agencies to achieve a greater impact for the residents of the Borough.

We have secured funding from the National Lottery Communities Fund and the Local Authority for a one year Disparities Project to amplify and sustain the impact and influence BAME led community groups achieved during the response to Covid 19. .

The Project will adopt an action research approach to working with BAME community groups and key decision making agencies across Tower Hamlets to achieve its goals. The project is supported by an advisory group providing guidance and support on conducting action research. The post holder, supported by THCVS senior management, will be responsible for delivery of the project. They will facilitate meetings and lead on outreach/engagement with BAME communities and gathering insights. They will also be responsible for linking participating BAME community groups to the wider range of digital, capacity building and networking support THCVS provides and to provide fundraising support where necessary.

The successful candidate will be joining a small team of 5 people with a range of digital, capacity building, influencing, partnership and research skills. They will have a practical understanding and experience of addressing the barriers and challenges BAME community groups are dealing with. They will be able to demonstrate skills in successfully working with others to effect change and will ideally have some experience of successfully raising funds.

Job purpose:

1. To work with BAME community groups to influence decision making
2. To support BAME community groups to be more sustainable
3. To participate in the general activities of THCVS

Key responsibilities and duties:**Developing Partnerships to Influence Decision Making**

1. To lead on delivery of the Project with support from the Partnerships Manager, the THCVS team and the Project Advisory group
2. To develop and support a Community of Practice (CoP) network for staff and volunteers working in BAME community groups including where necessary, to identify and source training and other resources needed to be effective
3. To develop an evidence base of barriers and challenges, drawing on experience from the CoP, the advisory group and a wide range of resources including, findings from the Tower Hamlets Black, Asian and Minority Ethnic Inequalities Commission and Public Health Insights programme
4. To support the CoP network in developing partnership with other agencies to develop and test solutions to the barriers experienced by BAME communities and VCS groups
5. To promote the work of the project to a range of audiences and provide regular briefings and updates on findings and progress to funders and external partners via the Project advisory group.

Supporting sustainability

6. To support BAME community groups in accessing the digital resources, capacity building and networking support provided by THCVS
7. Where appropriate, to provide support to groups in raising funds and securing the resources needed to be sustainable
8. To contribute to building a bank of 'knowledge' resources for our members to access
9. To contribute to monitoring, reporting and evaluation of THCVS service delivery as necessary
10. To contribute to the planning and review of THCVS networking and capacity building support programmes

Contribution to THCVS general activities

11. Work in accordance with THCVS Vision, Mission and Values
12. To work in accordance with the THCVS Code of Conduct and comply with Operational Policies and Procedures at all times
13. To contribute to THCVS planning and external facing activities e.g. the AGM and annual meet the funders events
14. To participate in THCVS supervision and appraisal arrangements
15. To undertake training and personal development plans agreed with your line manager
16. To take on other duties that may from time to time be necessary and that are compatible and appropriate at this level of role

PERSON SPECIFICATION

Job title: Partnerships Officer (BAME Disparities Project)

Experience	Essential/ Desirable
Demonstrable experience of successfully supporting and working with VCS organisations	Essential
Experience of contributing to successful partnerships between VCS groups and other sectors to influence changes in policy and/or service delivery	Essential
Experience of delivering training and other peer learning events for diverse audiences	Essential
Experience of conducting research and reporting on findings, including user feedback surveys	Essential
Experience of successfully securing grant funding for projects	Desirable
Knowledge and Understanding	
Understanding of barriers and challenges that BAME community groups face in influencing decisions	Essential
A good understanding of VCS governance and accountability requirements	Essential
Commitment to equality of opportunity and ability to integrate equality issues into all aspects of the work	Essential
Knowledge and understanding of the operating context for this Project in Tower Hamlets	Desirable
Understanding of Action Research approaches	Desirable
Skills and Abilities	
Successful partnership and negotiation skills that deliver demonstrable results	Essential
Excellent verbal, written and report writing skills for communicating with diverse audiences	Essential
High level of competence in using a range of social media and digital communication tools	Essential
Able to work on own initiative, to prioritise your work schedules in order to complete tasks and produce accurate work on time	Essential
Other requirements	
None	

All person specification criteria will be tested through the application and interview process and should be addressed in your application.