

## **Bassetlaw Eastern European and Ethnic Minority Group Development Officer**

### **Bassetlaw Community and Voluntary Service (BCVS)**

**Hours: 37.5 hours per week**

**Term of Contract: 12 months initially with continuation subject to funding**

**Salary: Between £25,491 and £29,218**

**Accountable to: BCVS Head of Service**

Bassetlaw Community and Voluntary Service is recruiting an Eastern European and Ethnic Minority Group Development Officer to connect, engage with and develop Eastern European and other ethnic minority voluntary and community groups and support networks across Bassetlaw in an exciting new post.

The post will be based at the BCVS Worksop office and the individual will work across the district.

As such, the role requires someone with strong inter-personal skills, the ability to build relationships with community organisations and stakeholders including statutory partners and someone who is well organised and capable of operating independently and as part of wider teams.

You will need to fluently speak at least one community language as well as English.

### **Key Deliverables**

1. Lead the development of Eastern European and ethnic minority support networks throughout Bassetlaw. Either through existing asset development or by setting up new network provisions.
2. Work with third sector organisations to identify and help them to address barriers to accessing their services when English is not the first language of clients.
3. Identify gaps in community networks to reduce social isolation amongst the Eastern European and other ethnic minority communities and support groups to address these issues through group development and improved social networks.
4. Engage with Eastern European communities and wider ethnic minority communities across Bassetlaw in activities to better inform the Integrated Care System at 'place' level of the issues, concerns and insights that matter to them.
5. Support and, where appropriate, lead related project work within BCVS, local and County partnerships.
6. Work closely with the BCVS team to facilitate access into help available from other BCVS staff members including group support, funding, volunteering and non-clinical VCSE health and wellbeing support.

7. Develop a network of Community Champion volunteers who will support and encourage the Eastern European population to access health and wellbeing services and engage with health and other wider care campaigns and directives.
8. Network and engage with wider relevant voluntary and community sector organisations to facilitate voice for less heard ethnic minority groups to influence change and shape services.
9. Organise events and networking opportunities, share information and collaborate through mutual support.
10. Contribute to the BCVS external communications and provide translation of texts where appropriate. Work with the Head of Marketing to develop appropriate e-bulletin, website and social media content to inform the community and develop external networks.
11. Actively gather local insight to support the growth of the BCVS contact data base and service directory.
12. Attend relevant BCVS internal and external events and meetings.
13. Monitor and record activity and produce activity and outcome reports to both the CEO of BCVS and any relevant funders.
14. Maintain the confidentiality of sensitive personal and organisational information, in line with the organisations confidentiality policy and GDPR regulations.
15. Work with your BCVS line manager to undertake continuous personal and professional development using SMART objective setting frameworks.

**Skills, Competencies and Experience shall include:**

- Knowledge & experience of the voluntary / community sector
- ICT and PC skills in relation to MS Office programs as well as social media and website posts and updates.
- Excellent networking and interpersonal skills
- Communication skills (verbal and written) in both English and a second community language
- Ability to work on own initiative
- Ability to work in a small flexible team within a wider non-hierarchical environment
- Strong organisational skills
- Ability to work to tight deadlines

- A willingness to work flexibly within the total number of hours per week as determined by operational priorities
- An active commitment to Sustainability, Inclusion, Diversity and Equality
- A current Driving Licence and own transport

Flexibility is required within the remit of this post and additional duties may be required from time to time.

Job share or part time will be considered for suitable candidates.

	Method	Essential	Desirable
<b>Experience, Education, Training</b>			
Demonstrable commitment to professional and personal development	Application	Y	
Knowledge & experience of working in voluntary/community sector as a volunteer or paid employment	Application/Interview	Y	
Experience of voluntary or community group development	Application/Interview	Y	
<b>Professional Competence/Skills</b>			
Communication skills (verbal and written) in both English and a second community language	Application/Interview	Y	
Ability to actively listen, provide person and group -centred support in a non-judgmental way	Application/Interview	Y	
Able to support people in a way that inspires trust and confidence	Application/Interview	Y	
Ability to work on own initiative, organising and planning workload in a flexible environment	Application/Interview	Y	
Strong networking/interpersonal skills, with ability to promote collaborative practice with all colleagues, local CVS and community groups	Application/Interview	Y	
Ability to communicate effectively, both verbally and in writing with a wide range of people	Application/Interview	Y	
Strong organisational skills	Application/Interview	Y	
Experience of supervising volunteers	Application/Interview		Y



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Able to work from an asset-based approach, building on existing community and personal assets, finding creative solutions to community issues	Application/Interview	Y	
IT Skills, including ability to use word processing skills, emails and the internet to create simple plans and reports	Application	Y	
<b>Personal Qualities</b>			
Able to get along with people from varied backgrounds and communities, respecting lifestyles and diversity	Application/Interview	Y	
Demonstrate personal accountability, emotional resilience and ability to work well under pressure	Application/Interview	Y	
Able to work enthusiastically within a team or alone	Application/Interview	Y	
<b>General</b>			
Ability to drive/car owner, or willing and able to travel across the locality on a regular basis	Application/Interview		Y
Flexibility around working	Application/Interview	Y	
Must be able to work in a small flexible team	Application/Interview	Y	