

EQUALITY ACTION (EA)

“Accessing Health for All”

JOB DESCRIPTION

POST

Job title:	Community Project Officer
Location:	These are outreach posts working in community locations around Leicester, Leicestershire, and Rutland (LLR)
Responsible to:	Executive Officer
Annual salary:	£12,000 per annum for 18.5 hours per week post. This is a 5-year fixed term contract starting 1 st April 2021.

Main duty

The Project Officer will be responsible for engaging with people of Black, Asian & Minority Ethnic (BAME) background to:

- Raise awareness about LLRs Improving Access to Psychological Therapies (IAPT) service, which will be run by Vita Health Group from 1st April 2021
- Build trust and confidence with LLRs BAME community, and support those needing mental health support to access the support and treatment they need
- Run community support programmes, supporting the BAME community to live happier and healthier lives.

This role will require outreach work across LLR, working from community locations and will also include some home working and/or from our offices in Loughborough.

The Organisation

Equality Action has been working in the heart of the communities in Charnwood for over 50 years. We aim to promote equality and diversity, dignity, and respect through inclusion. We work to support those most vulnerable in our communities to access services that meet their needs. We pride ourselves on being inclusive and approachable, with a friendly working environment.

We strive to provide:

- Respect for the person
- Confidentiality in services provided to clients, individuals, or groups
- Transparency in the operation of our business
- Accountability for monitoring change and the positive impact of our service
- Integrity in our relationships with funders
- Mutual responsibility between trustees
- Sharing of knowledge and experience amongst members, staff, and trustees
- Trust and co-operation with partners

Equality Action are one of three local LLR organisations Vita Health Group will be working with to deliver the IAPT services across LLR. Vita Health Group will be providing a range of psychological therapies for depression and anxiety, and access to community support and wellbeing packages to adults 16-years and over who live and are registered with a LLR GP. Statistics show that people of BAME background are often under-presented in IAPT services, and the Project Officer will be key to ensuring people from the BAME community access the mental health support and treatment they need.

Specific duties

1. To work in collaboration with the job share(s) and Vita Health Group's Partnership Liaison Officer(s) to ensure project outcomes are met
2. To attend relevant training to help meet the project outcomes, enhancing ability to recognise signs of common mental health conditions
3. To engage with people of BAME background to raise awareness of the local IAPT service run by Vita Health Group, and build trust and confidence so people access the mental health support and treatment they need
4. To co-ordinate community events, to engage individuals and groups, and facilitate discussion on how the IAPT service could be improved to enhance the experience, and clinical outcomes, of people of BAME background accessing the IAPT Service
5. Build relationships with various internal and external stakeholders including GPs, voluntary sector, individuals, and community services
6. Identify innovative ways of delivering outputs, measuring attitudes and the impact of the project on beneficiaries and the difference it makes to their lives
7. Identify key individuals to help champion the IAPT service and raise awareness of it, and its benefits, amongst the BAME community
8. Keep a record of each year's project outcome progress and produce reports for trustees and funder and to continuously promote the project.
9. General administrative duties, including writing case studies, and taking minutes if required.

Other duties

1. Work efficiently, effectively, and conscientiously as a team member in meeting the project outcomes and advancing Equality Action's objectives, and those of Vita Health Group

2. Adhere to Equality Action's policies and procedures
3. Adhere to confidentiality guidelines and the new duties under the Data Protection Act 2018 regarding clients/service users, trustees, volunteers, and staff.
4. Be a role model, always demonstrating commitment to, Equality Action's values and vision regarding equality, diversity, and inclusion as well as adhering to the aims outlined in the Equality Act 2010 and Human Right Act 1998
5. Undertake any other duties/training appropriate with the responsibilities of the post, as required by the Trustees/Executive Officer of Equality Action