

**Association of Blind Asians (ABA)**

**Job Description & Person Specification**

Job title: **Community Cohesion Project Co-ordinator** (contracted August 24- March 25)

**Hours**: 10 hours per week

**Salary**: £6620 - actual salary for 10 hours per week

(£24496 per annum for 37 hours) plus 5% pension contribution

**Annual Leave**: 24 days (includes 3 occasional days) plus 8 public holidays for staff working 37 hours per week (pro-rata for part-time workers)

**Location**: Leeds / Office based

**Starting date**: As soon as possible

**Reporting to**: The ABA Manager

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**The Association of Blind Asians is a small independent charity providing a wide range of services and support to visually impaired people in Leeds.**

The Community Cohesion Project Co-ordinator is a new exciting post created to bring together diverse communities whilst engaging in games and art

**Purpose of the job**

1. Create safe spaces for dialogue

2. Build and promote good relations in our neighbourhood

3. Develop a sense of belonging

**Main duties**

* Encourage members of different community groups to participate in collaborative activities
* Provide opportunities for participants to share their childhood memories in a safe environment with migrants who have lived experience in common
* Develop familiarity of each community’s values/beliefs with others
* Create activities and exercises which encourage awareness and build resilience between attendees
* Promote the development of long-term relationships
* Establish a sense of belonging through a positive impact in the wider society.

**Person Specification**

**Essential requirements**

**Experience and Knowledge**

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| * Experience in devising and delivering events, workshops and creative sessions * Excellent written verbal communication skills * Experience in using Microsoft Office software, i.e., Word, Excel, Access, Powerpoint etc. |
| * Providing accessible information in a wide variety of appropriate formats as required |
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| **Skills** |
| * Ability to liaise with a wide variety of individuals and organisations |
| * Group facilitation skills at service users’ level * A high level of communication skills and the ability to present information/reports in a logical and analytical manner |
| * Ability to create good promotional videos with service users’ carers for campaigns or fundraising purposes |
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| **Personal Attributes** |
| * Understanding of barriers faced by the BAME communities * Ability to understand and demonstrate commitment to the organisation’s Equal Opportunities Policy and work within organisational policies and procedures |
| * Ability to manage own workload with minimum supervision |
| * Ability to maintain strict confidentiality at all levels, especially when dealing with service users * Be self-motivated, and work independently as well as part of a team |
| * Excellent time management skills * Willing to work occasionally on weekends and evenings |
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| **Qualification and Training** |
| * Educated to “A” level or degree equivalent * Undertake/continue further training and personal development as required by the post |
| **Special Requirements** |
| * Appointment subject to an enhanced criminal records check and satisfactory references |
| **Desirable Requirements** |

* Engagement work with service users/carers
* Ability to speak one or two community languages would be an advantage
* Understanding of small office IT communication, systems and basic security
* Experience/knowledge with google mail server/drive
* Experience in managing social media accounts for a charity or private sector organisation
* Knowledge and experience in using graphical adobe (Indesign or Photoshop) software or similar desktop publishing software to produce high-quality work
* Ability to maintain administrative procedures, e.g. filing, petty cash, budget management, answering phone calls