



## **JOB DESCRIPTION**

### **COMMUNITY PROGRAMME OFFICER**

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**Job Title:** Community Programme Officer

**Reports to:** UK Programme Manager

**Salary:** £23,125- 25,500

**Hours:** 35 hours

**Duration:** Two years fixed term contract

#### **ABOUT FORWARD**

FORWARD is an African women-led organisation working to end multiple forms of violence against women and girls. From female genital mutilation (FGM) and child marriage to domestic and sexual violence, we tackle abuse and discrimination – enabling African women and girls to have the dignity, health and equality they deserve in the UK and in Africa.

#### **JOB PURPOSE**

FORWARD is looking for a dynamic individual, experienced in building relationships with BME community organisations and women, who is a great facilitator and passionate about supporting women affected by multiple forms of abuse to transform their lives and thrive.

Under the direction of the UK Programme Manager the role will support the implementation of FORWARD's community engagement and outreach support projects and programmes through partnership development; community mobilisation and capacity building. The Community Programme Officer will work with African women and girls affected by FGM, domestic abuse and other forms of violence against women and girls (VAWG) to become confident, empowered change makers and leaders. You will provide community-based support for affected African women and minority ethnic communities, enabling them have the dignity, health, wellbeing and safety from violence they deserve for themselves and their children. You will support work of community volunteers and partners.

#### **KEY RESPONSIBILITIES**

##### **Mobilise and Oversee Community Support and Outreach Services**

- Coordinate requests for advice, support and information; assess users' problems and needs and ensure appropriate responses to requests, including carrying out follow-up work, arranging appointments and making referrals to specialist's agencies (e.g. FGM clinics)

- In collaboration with the Community Team help raise awareness of FORWARD services, activities and events to partners and community members.
- In collaboration with the Community Programme Manager to consult with individuals and community groups to identify needs and gaps among women affected by multiple forms of VAWG and work collaboratively in order to meet their needs
- Organise and deliver community events on FGM, Domestic Abuse and other VAWG issues; and increase communities' ability to safeguard children and women from VAWG.
- Develop a network of relevant local community organisations and individuals to support the work of the service.
- Work with a team of Community Champions to develop and deliver outreach services.
- Work with the women and the other relevant stakeholders and partners to support related mental, emotional and practical support associated with trauma and abuse.
- Provide and/or facilitate technical support to team members and project partners and ensure that the support and advisory service is running efficiently and effectively
- Liaise with other agencies and professionals to ensure their services are available to, and appropriately meet the needs of service users.
- Support the recruitment of community women to join the community champions programme and peer support groups and networks.

#### **Partnership development and project implementation**

- Support the development and implementation of a range of community outreach activities to engage with BME African women and communities, particularly targeting those experiencing VAWG, isolation and disadvantage.
- Support bridge building between community women, partner organisations and statutory agencies and other bodies.
- Contribute to the development of programme strategies on safeguarding mechanisms to support the protection of women and girls at risk of FGM and VAWG in line with FORWARD's Operational Delivery Plan and Strategic goals and mission.
- Create structures to ensure effective representation and voice of community women and other stakeholders in programmes.
- Support the facilitation of training and community events, including coffee mornings
- Participate in partnership meetings; information sessions and consultations.
- Contribute to the development and delivery of community projects and support services
- Oversee the outreach work of community champions and volunteers
- Support the UK Programmes Manager with reporting to donors on project progress, outcomes and deliverables.

#### **Research, Monitoring and evaluation**

- Record and monitor progress of the Community Programme towards achieving targets and outputs and produce quarterly reports to the UK Programme Manager.

- Support the evaluation of the Community Programme Review and monitor progress and achievement of personal and team targets and objectives against yearly plans.
- Support community-based research including participatory action research and techniques and needs assessment.

### **General Responsibilities**

- Adhere to the ethos and spirit of FORWARD and to promote an organizational culture that embraces diversity; transparency and participation as a core value.
- Be proactive in keeping up to date with developments affecting your work by improving personal competency through professional development.
- Maintain high standards of conduct and personal integrity through example and practice.
- Comply with FORWARD's Equal Opportunities and Health and safety policies.
- Undertake any general enquiry work; advice and support where needed.
- Carry out other associated duties as may arise, develop or be assigned.
- Abide by organisational policies, code of conduct and practices.
- Attend relevant training in order to fulfil the requirements of the job.
- Attend meetings internally and externally as and when requested.
- Support diversity and equality of opportunity in the workplace.

### **CONFIDENTIALITY CLAUSE**

All staff have a duty of confidentiality to FORWARD, which exists in Common Law. FORWARD has a duty to maintain strict confidentiality in relation to information and the whereabouts of its users, to keep safe and secure all information given to its staff in the course of their duties. This applies not only during the course of employment but also after termination of employment. This confidentiality clause covers such matters as knowledge of FORWARD's business, information on our users, business contacts, policies and procedures.

### **ADDITIONAL INFORMATION**

The above job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

## **PERSON SPECIFICATION**

### **Experience – Essential**

- At least two years experience of working effectively with migrants, minority ethnic or African communities both at the grassroots level and on advocacy issues.
- Experience of working on sensitive and difficult issues within communities.
- Experience of working with (any of) local health authorities, educational authorities, police authorities, child protection agencies and non-governmental organisations.
- Experience of handling disclosures and safeguarding procedures including signposting and providing support.

### **Abilities and Skills – Essential**

- The ability to engage communities on VAWG and sensitive issues without alienating communities.
- The ability to advocate on behalf of excluded groups.
- The ability to develop partnerships with voluntary sector organisations and statutory sector agencies.
- Excellent facilitation and adult training skills.
- Excellent written and verbal communication and presentation skills. The ability to develop new and innovative ideas and seize opportunities to advance the work of the organisation.
- Ability to work confidently with limited supervision.

### **Knowledge – Essential**

- An understanding of the rights of women and girls.
- A thorough understanding of Female Genital Mutilation and other reproductive health issues and harmful traditional practices which impact on the health of African women and girls.
- Knowledge and ability to speak an African language, preferably Arabic, Amharic, Swahili or Somali.

### **Qualifications – Essential**

- Educated to degree level with at least two years experience of working with BME communities or within the voluntary sector.

### **Desirable Qualities**

- Applicants must be committed to the vision of FORWARD in respect of the campaign against FGM and the campaign to secure the human and sexual rights of African woman and girls.