

Community Outreach & Advocacy Coordinator

Application Pack

Why FORWARD?

We are the pioneering by and for African women-led organisation working to end violence against women and girls in the UK, Europe and Africa. From female genital mutilation and child marriage to domestic and sexual violence. We tackle and advocate against abuse and discrimination, enabling African women and girls everywhere to have the dignity, health and equality they deserve.

At FORWARD, we focus on personal stories and the bigger picture. We support affected women and girls on the ground – bringing together communities, developing skills and knowledge, and nurturing young women leaders of tomorrow. And it's why we work strategically to challenge and support decision-makers and practitioners, conducting community research, building partnerships and creating opportunities to transform lives.

If this sounds like something you want to be part of, then we look forward to receiving your application for this role. It's an exciting time to join our growing, award winning and dynamic organisation.

Our values are our foundation

They are at the heart of everything we do; from how we work with our service users, how we work with each other, to our stakeholders and partners. Our values enable us to stay on track and remind us of what matters most, especially as we strive to achieve change.

- **Nurturing**
We foster a spirit of dignity & strength
- **Trusted**
We're honest and ethical in all we do
- **Together**
We believe in collaboration in order to affect change

- **Bold**
We're unafraid to speak up
- **Equal**
African women and girls' lives matter
- **Grounded**
Our roots are in our communities

Benefits of working at FORWARD?

We are committed to supporting our staff and offer a wide range of benefits, including:

Holiday entitlements

You'll receive 25 days paid holiday (pro rata), plus bank holidays and two additional “duvet days” between Christmas and New Year.

Pension

You'll be enrolled in a Nest pension scheme, where we'll pay a 3% employer contribution.

Support

You'll have access to wellbeing support – such as a counselling service and staff away days.

Training

At FORWARD, we believe in the importance of developing staff. We provide a range of internal and external training. We have a strong culture of training and you will be able to take part in skills and knowledge-based training each year.



The role

Salary:	£23,880
Duration:	1 year subject to continuous funding
Hours of work:	28 hours
Location:	Hybrid
Reports to:	UK Programmes Manager
Line reports:	UK community programme staff and volunteers

We're on the lookout for a Community Outreach and Advocacy Coordinator who thrives in a hardworking environment and is driven by a desire to make the world a better place. In this role, you'll be at the heart of our community efforts, bringing people together, supporting vital projects, and ensuring our mission shines bright across communities affected by FGM and VAWG.

This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

What's it like working at FORWARD?

We have a culture of encouraging creativity. Bringing ideas and solutions to complex problems is welcomed as part of the role. We believe in connectivity, and ensure that we connect as a team by being together in our London office as much as we can. We are committed to building a truly diverse team and have a commitment to equality, diversity and inclusivity as part of who we are and everything we do. We are a values-driven organisation and expect all our staff to exhibit a commitment to these through their working practice. As an organisation that tackles multiple forms of abuse, we ensure staff are supported to embrace a culture of well-being and continuous improvement, feedback and feeling able to challenge each other to succeed.

How will you make a difference?

Project Development, Programme Management and Technical Support

- Implement projects and programmes in line with the strategic plan in consultation with the UK Programmes Manager.
- Work with the UK Programmes Manager to develop and implement outreach strategies to engage community members and stakeholders.
- Build and maintain relationships with local organisations, community leaders, and residents.
- Organise and participate in community events, meetings, and forums to promote the organisation's mission and programs.
- Support with securing a sustainable financial base for the UK Community Programmes.
- Develop fundraising proposals in partnership with the UK Programmes Manager.
- Support project and organisational development.
- Identify key issues affecting the community and develop advocacy strategies to address them.
- Collaborate with local and national organisations to advocate for policy changes that benefit the communities we work with.
- Prepare and present testimonies, case studies, position papers, and advocacy materials to policymakers and stakeholders.
- Coordinate the implementation of the community outreach and advocacy development and in line with the operational plan and provide trouble shooting and back stopping support.
- Provide and or facilitate technical support to team members and project partners and ensure that outreach projects are running efficiently and effectively.
- Develop relationships with external partners, statutory agencies, African women and refugee community-based organisations.

People Management & Internal Relationships

- Supervise the delivery of outreach and advocacy services, workplans and targets.
- Supervise paid and unpaid project staff working in the field and support roles including volunteers and interns.
- Support project partners at local level through project promotion, recruitment of volunteers, event organisation and project representation at events, local news media and networks.
- Support the training and development of social action plans for Community Health Advocates and champions.
- Supervise outreach and sessional staff and maintain regular communication.

Monitoring and evaluation of services, projects and programmes

- Collaborate with the UK Programmes Manager on reporting on project progress, outcomes and deliverables.
- Monitor progress of the UK Community Programmes towards achieving its targets and outputs and provide quarterly reports to the UK Programmes Manager on variance from the plan and propose remedial actions.
- Review and monitor the programmes progress and achievement of targets and objectives against yearly plans.
- Monitor demand for outreach and advocacy services using robust monitoring systems.
- Evaluate impact of community programmes and activities using a robust outcomes-focused approach and share programme learning

General Duties

- Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that FORWARD maintains its distinctive positive reputation.
- Develop and maintain effective working relationships with relevant agencies.
- Take all possible steps to ensure the safety and confidentiality of service users, staff and stakeholders.
- Attend and make best use of support and supervision sessions and training.
- Carry out duties appropriate to the role that are necessary for the effective functioning of the organisation.
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- Be self-servicing and work flexibly as a member of the team.
- Promote the aims and objectives of the organisation.
- Work evenings and weekends when required.

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.

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, and 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 and policies & procedures.

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.



What will you bring to the role?

Criteria marked (E) for Essential or (D) for Desirable

Experience

- *Minimum of three years' experience of working with black and minority ethnic communities at the grassroots level. selection, induction, training and development (E)*
- *Minimum of three years' experience of working on sensitive and difficult issues with communities. (E)*
- *Experience of delivering training and workshops at community level. (E)*
- *Experience of monitoring and reporting, especially written monitoring reports for funders (E)*
- *Experience of working on sexual and reproductive health (D)*

Knowledge

- *In-depth understanding of the issues affecting women and girls affected by gender violence, particularly female genital mutilation and sexual and reproductive health and related cultural and minority rights (E)*

Abilities

- *Ability to co-ordinate, manage and meet the needs of multiple projects based in several different locations throughout London and the UK. (E)*
- *Ability to supervise a diverse workforce delivering a range of projects, ensuring the delivery of project targets (E)*
- *Ability to plan, manage and deliver targets on time (E)*
- *Ability to advocate on behalf of usually excluded groups (E)*
- *Good written and verbal communication and presentation skills in English language. (E)*
- *Ability to motivate clients to fully participate in activities and initiatives. (E)*

Skills

- *Good people and communication skills. (E)*
- *Ability to provide emotional support and encouragement (E)*
- *Educated to degree level (D)*
- *Fluency in English and one BME language will be desirable (D)*

Personal Qualities

- *Commitment to the values and vision of FORWARD in respect to the campaign against VAWG including FGM and Domestic Abuse as well as the campaign to secure the human and sexual rights of African woman and girls. (E)*

Experience

- Experience of working with local health authorities, educational authorities, police authorities, child protection agencies and non-governmental organisations. (D)
- Experience of financial management (D)
- Experience of liaising and negotiating with external stakeholders and partners. (D)
- Experience of fundraising and proposal development. (D)
- Experience of staff and volunteer management. (D)
- Experience of programme development, delivery and management. (D)

Knowledge

- Knowledge of the health and social needs of asylum seekers and refugees (D)
- Child protection and safeguarding awareness (E)

Abilities

- Ability to work confidently with minimum supervision. (D)
- Ability to develop new and innovative ideas and seize opportunities to advance the work of the organisation. (D)
- Ability to develop partnerships with voluntary sector organisations and statutory sector agencies. (D)
- Ability to engage effectively with vulnerable women especially affected by VAWG and FGM. (D)
- Willingness to work flexibly and develop the role to best meet the needs of a growing organisation.

Skills

- Understand and accept differences in attitudes toward health problems, resulting from medical, cultural, financial or other forms of deprivation. (D)

Personal Qualities

- Commitment to challenging social attitudes and structures which result in the prevalence of violence against women and girls and to challenging all forms of oppression experienced by women from diverse backgrounds. (E)

How to apply?

Application deadline: 11th April 2025

Interviews: 6th May 2025

Please email your CV and a separate short cover letter specific to this position to recruitment@forwarduk.org.uk by the application deadline.

In your cover letter, please don't repeat the information covered in your CV, but do include how you meet the job specifications and why you feel you're the best person for this role. Your covering letter should include:

- Why you would like to work for FORWARD?
- Why this particular role interests you?

Please use the job description and person specification information in this application pack to detail your suitability. If you would like to submit your application in a different format, please get in touch via email or phone (020 8960 4000) and we can discuss how best to facilitate your request. **CVs submitted on their own, without a supporting covering letter, will not be considered.**

If this opportunity sounds exciting to you but your experience, skills or qualifications don't match every requirement exactly, we would still encourage you to apply - you may just be the perfect fit.

FORWARD is committed to promoting equal opportunities in employment. Applicants will receive equal treatment regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. In order to help ensure that our policy is working well please complete an Equality and Diversity Monitoring Form and submit with your application.

If you would like to discuss any aspect of the role or the application process please email recruitment@forwarduk.org.uk and we would be delighted to answer any queries you may have.