

JOB DESCRIPTION

Job title:	Employment Project Officer
Reports to:	Programme and Partnerships Manager (Employment)
Manages:	N/A
Geographic focus:	Lambeth
Salary:	£30,000-£32,000
Hours:	37.5 per week (full-time, flexible, hybrid-working)
Office Location:	Central Brixton, London (at least 2 days a week)
Benefits:	26 days annual leave plus bank holidays, pension contribution, wellbeing fund

About Black Thrive

[Black Thrive Global](#) (BTG) evolved from the work of the [Black Thrive Lambeth](#) Partnership, which was established in 2016. We exist to address the inequalities that negatively impact the mental health and wellbeing of Black people so that the thriving of Black communities is the norm.

Our guiding principle is that Black communities should be at the forefront of reimagining, redefining and co-creating a society where systemic racism and other oppressive systems have been dismantled so that they have fulfilling lives. We have two priorities – building a Black Thrive Research Institute and embedding race equity in systems change.

Purpose of the role

The purpose of this role is to support Black Thrive Lambeth's employment workstream, with one of the priorities for the role being to support the effective delivery of the No Wrong Door project.

The aim of the No Wrong Door Project is to create a collaborative system of employment support providers who will work together to support Black and Disabled Lambeth residents to find meaningful employment. The concept of 'No Wrong Door' is that a person with a long term mental or physical health condition, who is seeking support to move towards or into employment, can expect effective and joined up support from services across the borough of Lambeth, no matter which provider they initially make contact with, and no matter how their needs and wishes change over time.

Duties and responsibilities

1. Assist the Programme and Partnerships Manager (Employment) to deliver Black Thrive Lambeth's No Wrong Door Project and other activities related to the employment workstream.
2. Engage and involve Lambeth's Black and Disabled communities in delivering the No Wrong Door project, working across partner organisations where relevant.

3. Develop and maintain comprehensive administrative and electronic systems to ensure that the employment workstream can be delivered efficiently.
4. Lead on design and maintaining databases to support the network mapping of employment and disability related services in Lambeth, and ensure relationship management of key community and statutory stakeholders.
5. Participate in and support research, evaluation and learning activities.
6. Support the Programme and Partnerships Manager (Employment) with project management and reporting arrangements relating to the achievement of objectives and milestones.
7. Support the Programme and Partnerships Manager (Employment) to ensure the effective management and governance of financial resources, including processing invoices and financial reporting to partners and stakeholders.
8. Organise meetings and events and manage the associated administration such as room bookings, preparing and distributing of agendas, minute taking and action tracking.
9. Produce and deliver presentations, reports and other material relevant to the role, including for the No Wrong Door Partnership, at Black Thrive CommUNITY Assemblies and for funders.
10. Lead on producing compelling and engaging content for internal and external blog posts and digital content across our communication channels to ensure effective communication of Black Thrive's employment work to relevant audiences.
11. Keep abreast of various projects, initiatives and coalitions in Lambeth as well as emerging policy and practice related to workstream.
12. Ensure compliance with legislation and policies relevant to the job role, including equality, safeguarding, health and safety, data protection and financial probity.
13. Spend up to 10% of time supporting corporate business, such as strategy and administration.
14. Represent Black Thrive at meetings and external events (e.g. conferences).
15. Occasionally work at weekends and in the evenings when required.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

PERSON SPECIFICATION

Employment Project Officer

Experience		Essential / Desirable
1.	Supporting the management of programmes and projects with multiple stakeholders	E
2.	Building effective working relationships with colleagues and across partnerships	E
3.	Setting up and maintaining databases and administrative systems that are compliant with data protection legislation	E
Ability, skills, knowledge		
4.	Knowledge and understanding of the experiences of people of African and Caribbean descent and the factors that influence their health and wellbeing, and employment outcomes	E
5.	Ability to understanding the experiences of Disabled people, including those with long term health conditions, and the factors that affect their employment	E
6.	Ability to understand and comply with equality legislation and a commitment to the social model of disability and antiracist practice	E
7.	Ability to support research and evaluation	D
8.	Ability to work within and/or between large organisations that deal with complex issues	D
9.	Ability to think creatively, translating strategic objectives into appropriate communications activity and content	E
10.	Good verbal and written communication skills, including conveying complex information in adaptable ways to different audiences	E
11.	Good numerical and analytical skills	E
12.	Ability to work through ambiguity and uncertainty and remain calm under pressure	E
13.	Ability to remain enthusiastic, optimism and solutions-focused in the face of adversity	E
14.	Ability to deliver tangible results with minimal supervision	E
15.	Competent use of Microsoft Office software and of social media	E

A basic Disclosure and Barring Service (DBS) check will be required but we will treat applicants who have a criminal record fairly and will not unreasonably discriminate because of a conviction or other information revealed.