

Black Health Matters Project Coordinator with The Love Tank CIC

JOB DESCRIPTION

GENERAL INFORMATION

Job title:	Black Health Matters project coordinator
Salary:	£32,500 (pro rata) (i.e. £26,000 0.8 FTE)
Hours:	28 hours per week (including evening and weekend work)
Accountable to:	Marc Thompson - Director, The Love Tank
Job location:	Working remotely/ability to hotdesk at Stillpoint Spaces London, Farringdon
Contract:	March 2021 – March 2022



JOB SUMMARY

The post holder will have overall responsibility for the development, coordination and management of phase 1 of the Black Health Matters programme (see www.prepster.info/bhm)

The post holder will build connections and coalitions with lived experience leaders and organisations from a broad range of health issues impacting on Black* communities to identify common threads and solutions to better addressing the health needs of Black communities

The post holder will work with lived experience leaders to identify a common 'action plan' across those health inequalities that seek to address action for improving Black health

The post holder will develop accessible materials (such as short videos, podcasts and action toolkits) that facilitate Black communities, their allies, and policy makers, to take better control of Black health and well-being, and that develop capacity for new generations of lived experience leaders

The post holder will be a member of The Love Tank team, and work closely with partners identified throughout the programme

The post holder will be responsible for liaising directly with other partners and organisations and being a main point of contact for the Black Health Matters programme

The post holder will support the overall work of The Love Tank, including future development work related to the Black Health Matters programme

The post will involve some travel within the UK, and some evening and weekend work

This post is only available to people from of Black African, Black Caribbean and Black British heritage as permitted under the Equality Act 2010

***Black is defined as being of Black African, Black Caribbean and Black British heritage**



JOB FUNCTIONS/ RESPONSIBILITIES

Project Management

1. Research and identify key health areas that the programme of work will focus on
2. Identify lived experience leaders who are health advocates as collaborators on the programme
3. Gain trust and confidence of both the target communities and their key leaders, through own lived experience
4. Develop a communication style that best attracts target audiences, through either lived experience or cultural understanding of the targeted communities
5. Develop an 'action plan' that seeks to address action for improving Black health by those lived experience leaders
6. Develop and commission content for the programme website and social media, and other relevant outputs such as podcasts, videos and learning toolkits
7. Manage and facilitate regular meetings of identified of lived experienced leaders, associate projects and networks
8. Collect and collate relevant data throughout the life of the project for monitoring and evaluation
9. To work with colleagues at The Love Tank to identify opportunities and funding to develop the programme beyond its phase 1
10. Work with The Love Tank colleagues, and partner agencies to promote the programme

Administration, training and learning

1. Undertake all administrative work generated by the post
2. Keep abreast of medical, social and epidemiological developments on health areas impacting Black communities
3. Attend meetings of The Love Tank, and external agencies and groups as appropriate
4. Complete the required training to comply with legal and quality assurance processes such as information governance, confidentiality, data sharing, safeguarding, health and safety at work
5. Carry out any other appropriate tasks requested to ensure the effective delivery and development of The Love Tank's work



BLACK HEALTH MATTERS PROJECT COORDINATOR - PERSON SPECIFICATION

✔ ESSENTIAL
 ✔ DESIRABLE

Qualification, Knowledge & Experience	Skills & Abilities
Experience in health promotion, community development or other relevant area, or deemed comparable experience ✔	
Knowledge of health systems and health inequalities and how they impact on Black communities ✔	
Lived experience of Black communities in the UK and the impact of inequalities on the health of those communities ✔	
Knowledge of UK health, social care systems and community based organisations ✔	
Experience of action planning and project management ✔	
Experience of building and facilitating multi-agency collaborations and networks ✔	
	Excellent written communication skills including the ability to write for a wide variety of audiences including a lay-audience, policy makers, journalists, and funders ✔



BLACK HEALTH MATTERS PROJECT COORDINATOR - PERSON SPECIFICATION (CONTINUED)

✔ ESSENTIAL
 ✔ DESIRABLE

Qualification, Knowledge & Experience	Skills & Abilities
Experience of developing or commissioning written, audio or video outputs and content (podcasts, videos, campaign materials) ✔	
	Ability to work independently and to manage own work schedules and priorities ✔
	Ability to administer own workload, calendar and administration, including Microsoft Office, and databases ✔
	Ability to work flexible hours, including evenings and weekends ✔