**Job Title:** - BAME Network Officer

**Employer:** Healthwatch Torbay and Engaging Communities Southwest

Board of Directors

**Responsible to:** Healthwatch Torbay and Engaging Communities Southwest

Chief Executive

**Hours: 15** Hours (Monday –Friday) 6 month fixed term contract

**Salary:** - £4765 / £23,500 FTE

**Location:** – Home working during COVID, Office address Paignton Library

**Contract arrangements:** .

**Background**

Healthwatch Torbay and Engaging Communities Southwest is a not-for-profit organisation which has grown from the reputation we gained as an award winning Healthwatch and in response to increasing demand for our expertise within Torbay and the wider Southwest Region.

We offer Engagement, Evaluation, Communication Support, Digital Support, and Training to the Statutory, Voluntary and Private Sector.

We currently manage the contract for independent Health and Social Care Community Champion Healthwatch Devon, Plymouth & Torbay and oversee varies projects in the community. One of the main key functions for Healthwatch is to ensure that the community voice is heard and responded to

# About this role

This role has been developed out of the discussions that have taken place through the introduction of the newly formed Torbay Racism Review Panel. To ensure there is a strong voice from the BAME community represented within the panel, it has been agreed to employ through ECSW a BAME Network Officer. This role will develop an engagement network that supports the BAME community in Torbay’s public, private and community sector, whilst working alongside the Torbay Racism Review Panel. The initial funding for this role has been provided by Torbay Council and Devon and Somerset Fire and Rescue Service

key areas of work identified

* How do we make BAME lives matter at Torbay Council?
* How do we make BAME lives matter at Torbay’s public organisations?
* How do we make BAME lives matter in Torbay’s community and voluntary sector?
* How do we make BAME lives matter in Torbay’s business community?
* How do we make BAME lives matter in Torbay’s culture and environment?

The postholder will work with the Torbay BAME Community and key stakeholders to set up a self-sustaining local BAME Engagement Network.

The successful candidate would need to demonstrate competent and professional skills required for the position.

**Duties and Key Responsibilities**

* To work with the BAME community in Torbay to co-produce an engagement plan for the local community and act as a main point of contact for all Torbay’s public, private and community organisations looking to engage with the BAME community
* Develop a BAME Engagement Network to work alongside and support the Torbay Racism Review Panel in answering key priority areas
* Ensuring the voice of local people are heard and acted upon, by empowering communities to deliver interventions that address issues affecting them
* Develop creative ways of listening to communities building trust within local BAME communities
* Establish a network that actively seeks to engage communities in making sense of issues which affect their lives, plan what they want to achieve and make appropriate recommendations for action
* Ensure the BAME Engagement Network retains its independence and has clear Terms of Reference
* Recruit network members
* Plan, attend and coordinate regular BAME Engagement Network meetings in agreed format
* Support the BAME Engagement Network to secure ongoing funding to support the network beyond the initial financial contribution
* Provide monthly report updates in progress to the Torbay Racism Review Panel and project funders.
* Help to raise the awareness on issues relevant to the BAME community
* On occasion, attend external public events, including virtual events to support the user voice and to help stay informed
* Ensure the work undertaken reflects and supports the HWT & ECSW Equality and Diversity Strategy
* Help to build positive and productive relationships with other organisations including the voluntary and community sector, Business Community, decision makers, commissioners and funders
* Within the first 6 months, provide feedback and ideas relating to the Torbay Racism Review Panel on one of the key priority areas mentioned above.

**Other Responsibilities**

* To undertake any other reasonable tasks requested by HWT & ECSW

**Essential Requirements**

* A proven background of working in a community engagement role, preferably within local BAME Community.
* Ability to liaise with stakeholders of different levels
* Strong presentation skills and competent using IT
* Experience of making effective recommendations for policy or service improvement
* Passion for quality public health and care services and understanding of the role of the public voice in achieving this
* Evidence of previously working in collaboration with other key partners and agencies
* Evidence of excellent organisational skills
* Ability in decision making and problem solving either using own initiative or as part of a team
* Good communication, written and verbal, together with excellent interpersonal skills

**Desirable Requirements**

1. Ability to commit to and work within the aims, principles and policies of the organisation
2. A good, up to date understanding of equality and diversity
3. Able to work flexibly and collaboratively as part of a small team
4. Organised, with the ability to work across a variety of community sector and meet deadlines
5. Good sense of humour