

Black Queer & Thriving Project Officer Person Specification

This role is a rare opportunity to explore how elements of collective impact can impact the mental health of Black LGBTQ+ people within a locality. The successful candidate in this role will be able to demonstrate experience, skill and competence in:

Knowledge	
1.	Proficiency in Office 365 Tools, including Word, Excel and PowerPoint (E)
2.	A degree and / or equivalent qualification is great, but we are more interested in your work and personal experience relevant to the role. (D)
3.	Experience in developing working partnerships with other professional organisations and / or the voluntary community sector. (D)
4.	Significant knowledge of the root causes and intersectional nature of health inequalities experienced by Black LGBTQ+ people. (E)
5.	Able to manage multiple tasks simultaneously, prioritize workload effectively, and meet deadlines consistently.
6.	Skilled in building and maintaining relationships with internal and external stakeholders. Able to effectively manage expectations and negotiate priorities to ensure alignment with project objectives. (E)
Ability Skills & Knowledge	
7.	Understanding of the root causes and intersectional nature of health inequalities experienced by Black LGBTQ+ people (E)
8.	Excellent verbal and written communication skills, with a talent for conveying complex ideas clearly and effectively. Experienced in preparing detailed project reports, presentations, and documentation for stakeholders at all levels. (E)
9.	Experience of planning, delivering and hosting events. (D)

10.	Ability to work as part of a team and a willingness to make an effective contribution to the work of the team
11.	Previous experience of evidence gathering, recording of information and/or research. (D)
12.	A warm, open and unprejudiced personality to be able to work with people from diverse linguistic, cultural and social backgrounds (E)

A degree and / or equivalent qualification is great, but we are more interested in your work and personal experience relevant to the role.

Application deadline: midnight on Saturday 1st June 2024

To apply: please submit a CV (3 pages maximum) and a cover letter (2 pages maximum)

Successful candidates will be invited to complete an assessment

Final stage interviews to take place on 18th-19th June 2024

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