

# THE BIRTH PARTNER PROJECT

## Drop-In Co-ordinator

### Job Description and Person Specification

<b>Details of the Role</b>	<p>Self-employed</p> <p>15 hours per week @ £14 per hour</p> <p>Hybrid - Cardiff outreach and home working.</p> <p>Funded until November 2025 with possibility of extension</p>
<b>Responsible to</b>	<p>Interim Project Lead</p>
<b>Summary of Role</b>	<p>To support sanctuary seeking women and birthing people to come together for support and social connection, facilitating access to information and resources about their rights, entitlements, options and choices, as they navigate maternity care and the asylum system.</p> <p>Co-ordinating a weekly face-to-face drop-in session, to include a programme of classes and workshops, and a safe space for peer support.</p> <p>Work with a participant-led steering group who will direct and steer the way the drop-in works and evolves.</p>
<b>Description of Tasks</b>	<ul style="list-style-type: none"> <li>● Run a weekly in-person drop-in session for parents and their babies. This could include wellbeing classes such as mindfulness, pregnancy yoga, antenatal classes and breastfeeding support.</li> <li>● Organise and support a monthly meeting of the participant-led steering group.</li> <li>● Organise quarterly trips and outings (for example: trip to Barry island, theatre trips, picnics)</li> </ul>

	<ul style="list-style-type: none"> <li>● Update and share details of events, classes and activities</li> <li>● Help to source resources and signpost to relevant partners</li> <li>● Organise and support face to face sessions with maternity specialists</li> <li>● Support individual women and birthing people to self-advocate, move into positions of influence, and engage with stakeholders, project partners, and other forums.</li> <li>● Collect routine data for monitoring and evaluation of the project</li> <li>● Adhere to project safeguarding and confidentiality protocols</li> <li>● Coordinate the provision of digital equipment such as phones, tablets and data top-ups when available and assist with digital literacy needs such as setting up accounts/apps</li> <li>● Work with the Volunteer Coordinator to make sure our service is joined-up across our drop-in programme and our birth-partnering work</li> </ul>
<p><b>Person Specification</b></p>	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>● Experience of working with pregnant women/new mothers and/or other groups of people accessing support services</li> <li>● A commitment to improving the experiences of people seeking sanctuary</li> <li>● Digital literacy – the ability to host zoom meetings/conferences, a working knowledge of digital platforms</li> <li>● Excellent communication skills and the ability to co-ordinate and facilitate sessions in an accessible way</li> <li>● Cardiff based – this role requires a geographical knowledge of services in Cardiff city and surrounding areas</li> <li>● Proven ability to be very organised, manage time well, and coordinate with other people</li> <li>● Strong understanding of cultural safety, trauma informed care and a rights based approach in practice</li> <li>● Experience of advocating for women in maternity settings</li> <li>● Ability to work within and uphold The Birth Partner Project’s policies and protocols and contribute to the organisation’s ongoing development</li> </ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>● Ability to speak additional languages</li> <li>● Lived experience of the asylum process</li> </ul>

	<ul style="list-style-type: none"><li>● Experience of delivering creative or wellbeing workshop sessions</li><li>● Experience of working with translators and interpreters</li><li>● Experience of collecting outcomes and reporting to funding bodies</li><li>● Experience of developing working relationships with the health sector</li><li>● Experience of working with volunteers</li></ul>
--	--