



## Job Description

<b>Job title:</b>	Human Rights Outreach Officer
<b>Reports to:</b>	SCA Director
<b>Duration:</b>	2.5 year fixed term contract (with a 3 month probationary period)
<b>Hours:</b>	Part-time, 21 hours (3 days) per week.
<b>Salary:</b>	£22,000 per annum (FTE salary = £36,500)
<b>Location:</b>	SCA offices at Southall Town Hall, 1 High Street, Southall, UB1 3HA
<b>Annual leave:</b>	15 days

### Duties:

1. Developing and delivering Human Rights Act based rights training workshops and support sessions
2. Analysing human rights law and development in cases and communicating the practical impact of these through outreach visits to local community sector
3. Develop and improve our resources and support sessions on the practical use of UK human rights law
4. Plan and develop human rights information resources, including guides, handbooks, factsheets
5. Arrange short talks for a range of audiences.
6. Provide commentary via a range of means including blogs and news pieces (for SCA and for other groups and media), research papers, social media, etc.
7. Use initiative to identify and forge relationships with new partners and forums.
8. Act as primary contact for the programme and policy work and ensure effective relationship management and development.
9. Ensure good working relationships with a range of key contacts including policy and programmes partners
10. Attend training courses and sessions, as may be required
11. To ensure inclusion and diversity in all aspects of SCA's operation and work
12. To carry out other duties including outreach work, as may be assigned by the Director, from time to time



**SOUTHALL**  
Community Alliance

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## **Person Specification**

### **Essential characteristics:**

1. Have at least two year's experience of working in the charity sector, voluntary sector, or the public sector in a role with some similar role and functions.
2. Experience of developing and delivering outreach work to build the capacity of people to develop the knowledge, skills, and confidence to bring about social change.
3. Understanding of working in the charity sector, and in particular what it means to work for positive change whilst not being a campaign group.
4. Understanding of human rights law and practice and implications for diverse communities
5. Excellent interpersonal skills and ability to communicate effectively, verbally and in writing, with a wide range of people
6. Able to receive visitors and to deal with their queries, signposting to other agencies, where required
7. Experienced in dealing with work of a confidential nature, ensuring compliance with GDPR and other regulatory requirements
8. Experience of report writing, preparing newsletters, project monitoring reports, publicity and promotional material
9. High standard of computer literacy, including experience of Microsoft Office – Word, Excel, Powerpoint etc
10. Able to work with project partners and service users from diverse cultural and religious backgrounds within an equal opportunities' framework
11. Work related experience of conducting research either desk-based/legal research and/or participative research directly with stakeholders.
12. Excellent self-administration and time management skills, with the ability to prioritise and manage multiple tasks simultaneously to a high standard.
13. Gather monitoring data and produce progress reports and work summaries
14. Recruit and train volunteers to assist with project delivery
15. To attend meetings and prepare agendas, minutes and other relevant materials