



## Job Description & Person Specification

Position:	<b>Community Worker - Bilingual</b>
Salary:	<b>£13 per hour</b>
Hours:	<b>18 hours per week</b>
Reporting to:	Health & Social Care Programme Coordinator
Contract Type:	12 months fixed term extendable subject to further funding
Location:	Salford but also required to attend training, meetings in our Manchester Office

**Organisation:** Ethnic Health Forum is a charity founded in 2002 with a clear mission to ensure that people from minority ethnic backgrounds have the equal opportunity to live well with dignity, choice and purpose. We achieve this by providing free impartial information and advice on issues to people from minority ethnic backgrounds. Thus we work with communities to connect people, places and services following the [community development](https://www.ethnichealth.org.uk) principles to reduce health and social care inequalities these communities face. We also act as a catalyst for positive policy change by challenging the underlying causes of discrimination and inequality. For more information, visit [www.ethnichealth.org.uk](https://www.ethnichealth.org.uk)

### Role Overview

The Community Outreach Worker will connect people from minority ethnic communities in Salford with health, well-being, and social care services. They will provide practical support, advice, and guidance, helping individuals navigate available services, build confidence, and achieve socio-economic and health-related outcomes. Collaboration with internal staff and external community resources is key.

### Key Responsibilities

1. **Assessment & Support:** Build relationships, assess needs, develop support plans, and refer or signpost individuals to appropriate services.
2. **Community Engagement:** Plan and deliver community events, promote the Ethnic Health Forum's vision, and encourage community participation.



3. **Service Networking:** Build relationships with local organisations and professionals in the voluntary, statutory, and private sectors.
4. **Professional Development:** Stay updated on relevant policies and legislation and participate in training and team meetings.
5. **Administration:** Maintain records of data and adhere to organisational procedures.
6. **Other Duties:** Provide additional support as needed, including flexible working hours.

**Please email your application form OR for more information and to discuss your application.**

Email. [info@ethnichealth.org.uk](mailto:info@ethnichealth.org.uk)

**CVs will not be acceptable.**

**Closing date: 27<sup>th</sup> April, 2025** Interviews will be conducted week after the closing date

## **Person Specification:**

### **Essential Skills:**

#### **1. Experience:**

- Working knowledge of community development/Outreach methods, including community engagement and involvement.
- Some experience with community-related group activities.

#### **2. Skills and Attributes:**

- Strong communication skills, with the ability to build relationships with diverse people.
- Ability to work independently and as part of a team, prioritise work and manage tasks with or without supervision.
- Calm and effective handling of difficult situations.
- Good organisational skills.

#### **3. Qualification:**

- Demonstrable knowledge of related areas.

#### **4. Values and Attitudes:**

- Commitment to the aims, principles, and policies of the Ethnic Health Forum.

#### **5. Language Skills:**

- Ability to speak one of the local community languages (e.g., Arabic, Kurdish, Urdu, or Punjabi).

#### **6. Other Factors:**

- Full driving license or ability to meet the travel requirements of the role.
- Willingness to work flexibly, including evenings and weekends.

### **Desirable:**

1. Volunteering experience in the third sector organisations (VCSE).
2. Degree or Certification in Health and Social Care or Community Development.
3. Knowledge of local voluntary organisations
4. Ability to speak more than one community language.
5. Access to own car for travel.