



JOB DESCRIPTION

Job title:	Employment Project Support Officer
Reports to:	Programme and Partnerships Manager (Employment)
Manages:	N/A
Geographic focus:	Lambeth
Salary:	£30,000-£32,000
Hours:	37.5 per week (part time, flexible working and job share available)
Benefits:	26 days annual leave plus bank holidays, pension contribution

About Black Thrive

We exist to change the odds stacked against Black people by embedding race equity into systemic change so that thriving is not the exception but the norm.

[Black Thrive Global](#) evolved from the work of the [Black Thrive Lambeth](#) Partnership, which was established in 2016 to address the inequalities that negatively impact the mental health and wellbeing of Black people in Lambeth. Black people's cumulative exposure to negative experiences and poor outcomes are not unique to Lambeth and Black Thrive Global was founded in 2020 to address the detrimental outcomes for Black people of African and Caribbean descent wherever they may be located.

Our work covers all life stages – children and young people, working age adults and older adults. Our guiding principle is to centre the lived experiences of Black communities in all that we do and our strategic priorities are to embed race equity in systems change and to decolonise the evidence landscape.

Purpose of the role

The purpose of this role is to support Black Thrive's employment strand of work, which is key to promoting wellbeing and preventing ill health as well as to supporting recovery from ill health or slowing progression from one-to-many health conditions.

The immediate priority for the role is to support the effective delivery of the employment project, funded by Guys and St Thomas' Charity GSTC. The role has a wide span of responsibility ranging from community engagement and research to administration.

Duties and responsibilities

1. Assist the Programme and Partnerships Manager (Employment) to deliver Black Thrive's employment project funded by GSTC.



2. Engage and involve Lambeth's Black communities in delivering the GSTC project.
3. Develop and maintain comprehensive administrative and electronic systems to ensure that the employment working group and subgroups can function effectively and the overall project can be delivered efficiently.
4. Design and maintain databases to support relationship management and engagement with community members, employers, partners, contractors and other stakeholders.
5. Participate in and support research and evaluation.
6. Work with community members and partners to ensure the collection, analysis and reporting of quantitative and qualitative data to support understanding, action and monitoring relevant to employment generally and the GSTC project specifically.
7. Support the Programme and Partnerships Manager with project management and reporting arrangements relating to the achievement of objectives and milestones.
8. Support the Programme and Partnerships Manager to ensure the effective management and governance of financial resources, including progress and risk reporting to partners and stakeholders.
9. Organise meetings and events and manage the associated administration such as room bookings, preparing and distributing of agendas, minute taking and action tracking.
10. Produce and deliver presentations, reports and other material relevant to the role, including briefings and monitoring reports for the Working Group, Partnership Board and funders.
11. Work with communication leads for Black Thrive and partner organisations to ensure effective communication of Black Thrive's employment work to relevant audiences using the internet, social media and other appropriate channels.
12. Keep abreast of various projects, initiatives and coalitions in Lambeth as well as emerging policy and practice to support the Programme and Partnerships Manager.
13. Ensure compliance with legislation and policies relevant to the job role, including equality, safeguarding, health and safety, data protection and financial probity.
14. Spend up to 10% of time supporting corporate business, such as strategy and administration.
15. Represent Black Thrive at meetings and external events (e.g. conferences).
16. Occasionally work at weekends and in the evenings when required.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.



PERSON SPECIFICATION

Employment Project Support Officer

* Indicates criteria which candidates can be supported to meet if other criteria are met.

Experience		
1.	Building effective working relationships with colleagues and community members.	
2.	Supporting the management of programmes and projects	
3.	Setting up and maintaining databases and administrative systems that are compliant with data protection legislation	
Ability, skills, knowledge		
4.	Knowledge and understanding of the experiences of people of African and Caribbean descent and the factors that influence their health and wellbeing outcomes	
5.	Ability to understanding the experiences of disabled people, including those with long term health conditions, and the factors that affect their employment	
6.	Ability to understand and comply with equality legislation and a commitment to the social model of disability and antiracist practice	
7.	Ability to undertake and/or support research and evaluation	
8.	Ability to work within and/or between large organisations that deal with complex issues	*
9.	Ability to manage financial resources, including incoming and outgoing grants	
10.	Good verbal and written communication skills	
11.	Good numerical and analytical skills	
12.	Ability to work through ambiguity and uncertainty and remain calm under pressure	
13.	Ability to remain enthusiastic, optimism and solutions-focused in the face of adversity and to deliver tangible results with minimal supervision	
14.	Competent use of Microsoft Office software and of social media	

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



Improving systems to increase meaningful employment amongst Black residents in Lambeth

In support of Guy's & St Thomas' Charity multiple long-term conditions programme

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1. Introduction

Black Thrive is a partnership that works to address the inequalities that negatively impact the mental health and wellbeing of Black people in Lambeth. We bring together individuals, local communities, statutory agencies and voluntary organisations to address structural barriers that prevent Black people from thriving. As part of its Multiple Long-Term Conditions (MLTC) programme, Guys and St Thomas' Charity (GSTC) is seeking to slow progression from one to many health conditions for working age people living in deprived areas of Lambeth and Southwark. This includes supporting meaningful¹ employment as one of the social risk factors and they are providing Black Thrive with £738,600 to play a part in achieving this through an employment project that will run from March 2020 to about March 2022.

2. The issues this project will address

Black people disproportionately bear the burden of long-term conditions in Lambeth

According to the GSTC "One to Many" report, more than 1 in 5 residents live with at least one long term health condition (LTC) and over 19,000 live with three or more. But how quickly people progress from one to many LTCs vary, with people living in areas with the highest levels of deprivation developing LTCs on average 10 years earlier than those living in the most affluent.² People from Black communities in Lambeth experience a greater burden of long-term conditions than people from White groups and are often diagnosed years earlier than their white counterparts³.

Black people have a less positive experience of the labour market

Some forms of employment, including precarious work, low-paid work, dangerous work and workplaces in which a person has bad experiences, including facing discrimination and stigma, have an adverse effect on mental and physical health. On the other hand, good⁴ and meaningful work has a positive effect on health, resilience and wellbeing. Black people are less likely to be in employment and when they are, less likely to have good work.

The health/work interplay has a disproportionately negative impact on Black people

Along with conditions such as diabetes and chronic pain, mental health plays an important role in rates of progression from one LTC to multiple. These conditions are often linked: for example, poor physical health may limit a person's ability to work and/or place financial strain on an individual, leading to anxiety or depression.

¹ "Meaningful" employment fits with a person's needs and interests, thereby supporting motivation and ability to self-manage their health

² "From one to many", published by Guy's & St Thomas' Charity in 2018

³ "From one to many", published by Guy's & St Thomas' Charity in 2018

⁴ "Good" work is adequately paid, secure and safe, employees have rights, are treated with respect and not discriminated against

3. What we propose to do

We propose to adopt an action research approach to this project. This will involve starting with a discovery phase, trialling solutions, evaluating and learning from action taken and making changes to improve the prospects of achieving desired results. This means that discovery will continue throughout the project.

Improve our knowledge and understanding

Inequities for Black people have been known for several decades. If the employment and health systems have been acting on the basis of “evidence”, then more progress would have been made unless there are some missing bits of knowledge and understanding. We intend to find out what these might be.

“Discovery” will involve working with research partners and training up community researchers to add to the information that already exists about what the issues are that lead to Black people having worse outcomes in relation to employment and long term conditions. This will include looking at how different characteristics (age, gender, sexual orientation, etc) combine to lead to different outcomes, which services produce good results, what employers are doing already and what Black people themselves think would be helpful.

Pilot some new things

We will start to identify possible solutions to address the issues that emerge from the initial discovery as well as those that have already been identified by GSTC, including benefiting people with diabetes and chronic pain where a link to mental ill health has already been established. We will pilot new delivery models and ways of working, ensuring that the Black perspective is taken into account. Previous research suggests that there could be positive results from making the employment support offer more coherent and accessible, changing the aspects of the welfare benefits system that negatively impact disabled people, improving employers’ responses to long term conditions and measuring what matters most.

Give the community power in deciding what to do

Piloting will be facilitated by a funding pot of £300k which would be directly influenced by communities and frontline community groups as part of the new Black Thrive Employment Working Group. We will work with communities to design the most meaningful and impactful way that resources or services can reach them.

Participatory budgeting, where citizens make direct choices about allocations of a budget, is one of many tools by which money can better reach communities and fund what is important to them. In practice, we may decide to use a mixture of tools. Participatory budgeting could be used to distribute some elements, e.g. one tranche devoted to the funding of community or grassroots organisations to develop black leadership and black-led organisations.

We believe that it is possible to truly engage communities in decisions and ways of working that are not usually shared outside the professional spheres of grant-making, service design, commissioning, etc. We already know about a number of issues that need to be addressed. The working group will use this information, combined with their own lived and/or professional experience, and other information gained during discovery, to engage with the wider Black community and to make

decisions. This same process will refine the attached theory of change (or logic model), which will serve as the guiding framework for the funding pot and other work.

4. The people we intend will benefit

The main target group for this project are Black people of working age living in Lambeth with one or two of the 32 LTCs identified by GSTC, including mental health. We also know that there are conditions that disproportionately impact Black people, such as Fibroids and Sarcoidosis and so we need to bear these in mind during the project.

Guy's and St Thomas' Charity
Our programme focus: 32 long-term conditions and 6 risk factors



Source: Outcomes Based Healthcare, Kings College London, Guy's and St Thomas' Charity ©March 2019

We hope that the project will directly benefit people who are in work but at risk of losing their jobs due to LTCs, recently lost their jobs as a result of LTCs or out of work (including those who may never have worked). In [Multiple Long Term Conditions: Five Lessons](#) GSTC point out that using GP Practice registers does not capture everyone, and this is consistent with what SLaM Supported Employment Services report. We will therefore need to utilise other routes such as commercial, housing and community partners to find people who are not necessarily already identified or who are at significant risk, including those already in employment.