



## Jain & Hindu Organ Donation Steering Group (JHOD)

### Outreach Co-ordinator

### JOB DESCRIPTION JOB TITLE: JHOD Outreach Co-Ordinator

Part-time self-employed consultant post: 140 hours between 1 June 2022 and 31 March 2023

SALARY: £20 per hour, inclusive of all expenses except travel costs

**RESPONSIBLE TO:** Prafula Shah, Secretary/Trustee JHOD

**ACCOUNTABLE TO:** JHOD: 'Reach out and save Lives' Project Group

#### JOB SUMMARY:

This new role is funded by NHS Blood and Transplant via the Community Investment Scheme. The role is to support the implementation of the Jain and Hindu Organ Donation Alliance's project '**Reach out and save Lives**' to promote organ donation among the Jain and Hindu faith communities in London, West and East Midlands and the North West of England including Manchester, Leeds and Preston. We envisage a series of activities (both online and face to face) that need to take place for the set period of this role.

JHOD has extensive experience of promoting organ donation and we work closely with our partners and stakeholders. The aim of this project is to build on this experience and to build strong partnerships and relationships with targeted community and faith groups that have not engaged with organ donation before and younger people through colleges and universities. Our project seeks to deliver online webinars and face to face engagement events to raise awareness of organ donation.

Main duties and responsibilities will be establishing contacts with specified organisations set out in our **Action Plan** and building relationships with community groups not currently engaged in organ donation and to enable the events to be completed successfully. Details of the post holder who will take the lead on specific aspects in the Action plan will be finalised after appointment. Members of the JHOD CIS 4 Project Group will offer support to the Co-ordinator, as appropriate.

This post will suit someone with knowledge of organ donation and event management and who has the ability to engage effectively with Jain and Hindu community groups at all levels.

#### SPECIFIC RESPONSIBILITIES

- To research and establish contacts/community groups in specified regional locations
- To liaise with the community groups/educational establishments not previously engaged in organ donation
- To be proactive in taking actions and use initiative
- To establish good relationships with individuals and organisations
- To promote organ donation in a sensitive way
- To seek support from the Project Group, as needed
- To report to the JHOD CIS 4 project group as required
- To promote equality and diversity
- To support any other duties related to the project as agreed by the Project Group

**Person Specification:** Our ideal candidate will have the following experience and skills:

Essential	Desirable
<ul style="list-style-type: none"> <li>• Proven ability to work independently and use initiative</li> <li>• Ability to engage with Jain and Hindu communities across the UK</li> <li>• An understanding of organ donation in the UK</li> <li>• Highly organised, ability to manage time and multiple priorities effectively</li> <li>• Excellent communication and relationship management skills</li> <li>• Able to work with people from a wide range of backgrounds</li> <li>• Technology and digital skills including MS Office and Zoom</li> <li>• Ability to engage at meetings</li> <li>• Flexible attitude and willingness to develop in role</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of organ donation issues facing Jain &amp; Hindu communities in the UK</li> <li>• Sound understanding of the Jain and Hindu communities in London, West &amp; East Midlands, North West England including the Tamil and South Indian communities</li> <li>• Ability to understand and communicate orally in Gujarati Hindi and Tamil</li> </ul>

### **Application Process**

To apply for this role, please email your **CV and a covering letter** (no more than two pages) to [info@jhod.org.uk](mailto:info@jhod.org.uk) outlining your interest in the role and how your skills and experience meet the job description and person specification. More information about our work is available at [www.jhod.org.uk](http://www.jhod.org.uk)

include **“JHOD Outreach Coordinator”** in the subject line.

**Deadline for applications is Friday 29 April 2022.**

**Interviews** will take place during the week beginning **9 May 2022.**

For any further details or queries about this role, contact: Prafula Shah [prafulashah.jhod@gmail.com](mailto:prafulashah.jhod@gmail.com)

This appointment may be subject to a valid DBS check. If the applicant does not have a current valid DBS check, it will be paid for by JHOD.

The applicant shall also need to provide information as to any unspent criminal convictions.

### **Data Protection Principles**

We will comply with data protection law including the 6 principles of GDPR which are:

1. To process your personal data lawfully, fairly and in a transparent way
2. To collect your personal data only for valid purposes that we have advised you about and to not use your personal data in any way that is incompatible with those purposes (unless we have notified you and explained the lawful ground that allows us to do so)
3. To only process your personal data to the extent necessary for the purposes we have advised you about
4. To keep your personal data accurate and kept up to date
5. To keep your personal data only as long as necessary for the purposes we have told you about
6. To keep your personal data secure.

### **Health and Safety at Work**

The post holder is required to: persons who may be affected by their actions or omissions at work. - operate with the employer in ensuring that all statutory and other requirements are complied with.

### **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998.

### **Equality and Diversity**

JHOD values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment. We aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership.