

Two Part time Outreach Co-ordinators

JOB DESCRIPTION JOB TITLE: JHOD Outreach Co-Ordinator

2 x Part-time self-employed contract posts:

100 hours each between 1 November 2024 and August 2026

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

RESPONSIBLE TO: Prafula Shah, Secretary/Trustee JHOD

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

JOB SUMMARY:

These two part time coordinator contract roles are funded by the Jain and Hindu Organ Donation Alliance (JHOD) and NHS Blood and Transplant via the Community Grants Programme Scheme. These roles will support the implementation of the Jain and Hindu Organ Donation Alliance's '**Let's Reach out and save Lives' project** to promote deceased organ donation among the Jain and Hindu faith communities in London, West and East Midlands, North of England, Buckinghamshire, Berkshire, North West of England and Wales.

The roles will support our delivery of a series of activities including online and face to face events which 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 who have not engaged with organ donation before and younger people through colleges and universities. Our project seeks to deliver online webinars, face to face engagement through outreach events, two major fundraising events and digital content to raise awareness of organ donation.

Main duties and responsibilities will be:

- Establishing contacts with specified organisations set out in our **ActionPlan 2024-2026**
- Building relationships with community groups not currently engaged in organ donation
- Enable our events to be completed successfully including set up, clear up and engagement at the events

Details of the post holder who will take the lead on specific aspects in the Action plan will be finalised after appointments. Members of the JHOD Deceased Donation Project Group will offer support to the Co-ordinators, as appropriate.

These posts will suit someone with knowledge of deceased organ donation and event management, can engage effectively with Jain and Hindu community groups at all levels, is digitally proficient and able to produce video and audio content from events.

SPECIFIC RESPONSIBILITIES

- To research and establish contacts/community groups in specified regional locations
- To research and progress large community engagement events centered around the Hindu and Jain faith calendars
- 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 Chair and JHOD Deceased donation project group monthly
- To promote equality and diversity
- To support any other duties related to the project as agreed by the Project Group

- To prioritise conflicting priorities and manage own workload

Person Specification:

Our ideal candidates will have the following experience and skills:

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

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

Deadline for applications is **Friday 18 October 2024**. Interviews with shortlisted candidates will take place towards the **end of October 2024**. For any further details or queries about this role, contact: Prafula Shah prafulashah.jhod@gmail.com

These appointments are 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 applicants will also need to provide information as to any unspent criminal convictions.

Data Protection Principles

We will comply with data protection law including the 5 key principles of GDPR:

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 personal data to the extent necessary for the purposes we have advised about
4. To keep your personal data secure, accurate and up to date
5. To keep your personal data only as long as necessary for the purposes we have told you about

Health and Safety at Work:

The post holders are 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 holders have a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality. 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 and is committed to promoting equality and diversity. 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.