



## JOB DESCRIPTION

Job title:	<b>Researcher</b>
Project:	<b>The National Lottery Community Fund - Jamii 2</b>
Work base:	<b>Cardiff (Currently Agile Working)</b>
Pay scale:	<b>£22,521.00 per annum pro rata</b> (Actual £13,512.60 per annum based on 22.5hrs per week)
Report to:	<b>Chief Executive (CEO)</b>
Contracted hours of work:	<b>22.5 hours per week</b>
Holiday entitlement:	<b>28 days plus Bank Holidays pro rata</b>
Term of contract:	<b>Fixed Term contract up to 31st March 2025, subject to Funding.</b>

### BACKGROUND TO SUB-SAHARA ADVISORY PANEL (SSAP)

Sub-Sahara Advisory Panel was formed in 2009 when a number of African diaspora groups in Wales met to consider how they might collectively advance their common interest in local and International Development. We are not an organisation representing African Diaspora communities in Wales but one that seeks to utilise skills, capacity and knowledge found within Welsh African diaspora communities for the benefit of all. We want to bring our lived experiences and provide reality check to the charity sector as well as advocating for diaspora for development. We do this by implementing development initiatives in Wales and across Sub-Saharan Africa. See [www.ssap.org.uk](http://www.ssap.org.uk) for more information.

### PROJECT BACKGROUND

Jamii is one of SSAP Project aiming to bring about positive health based changes for African diaspora communities in Wales following Covid-19. Findings from PHW's Public Engagement Survey on Health and Well-being during Coronavirus Measures suggest that coronavirus and the lockdown restrictions are currently having a greater impact on the mental health and wellbeing of African communities in Wales. Working with various partners in Wales the project will help reduce health inequalities, improve access to health care, improve health and well-being amongst African communities (both physically and mentally) and help individuals use creativity and self-expression to support well-being, and reduce social exclusion.

### JOB SUMMARY

The post holder will contribute to the provision of an effective, efficient, and comprehensive SSAP Team to support the aims and objectives of the Organisation in particular, Jamii Project. You will be responsible for developing research with a focus on 'health inequalities within racialised communities during and after the pandemic.' This will be used to help inform future service development within African communities more widely. The post holder will be responsible for developing an evidence-based approach and delivery to the project working closely with Jamii project coordinator and SSAP CEO. You will assist in developing feedback forms, data collection methods, evaluation of the project and general understanding of what will bring most benefit to African diaspora living in Wales. This role would suit someone who knows the area and has links to the community, is a good listener and with research background.

### **MAIN DUTIES AND KEY RESPONSIBILITIES**

- To provide input on the draft research plan.
- To support and lead activities for Wales African community engagement.
- Collecting and analyzing information about local facilities, activities and services, and how residents use them.
- Talking to local AFRICAN communities (sometimes in groups) about activity and the things that matter to them, such as how they feel about living in the area, and their experiences to accessing health related services.
- Work in partnership with our partners and local African organisation for data and information gathering as well as access to their beneficiaries for interview or participation in their events purpose.
- Working with the project team to find local people to interview and help with those interviews.
- Work with Project assistant to support you in setting up local events and activities to gather information.
- To provide insider perspective and help identify respondents to participate in the research.
- Conduct in-depth interviews with service users
- Plan, organize and deliver focus groups sessions.
- Write detailed notes on all research activities for the research director
- Participate in team trainings and meetings to acquire project-specific research skills,
- Provide progress reports, troubleshoot any issues with data collection, and identify major findings
- Adhere to all research protocols to protect research records and confidentiality
- To carry out one-to-one interviews and discussions with African communities living in Wales in relation to "health inequalities within racialised communities during and after the pandemic."
- To carry out group discussions where possible with targeted group for the purpose of the project research and Evaluation information gathering.
- To work with Project Coordinator and Partners for fieldwork to explore options to support African communities' accesses to Health Services.
- Responsible for developing the research report on the findings which includes any founded recommendations for community need assessment.

### **OTHER GENERAL RESPONSIBILITIES**

- To attend meetings with other staff as required.
- To attend regular supervision sessions with Line Manager or Supervisor.
- To attend when required SSAP meetings.
- To maintain confidentiality in all matter relating to the organisation.
- To develop skills in all other areas of relevance to SSAP operation in order to allow for sharing and inter-changing of staff roles.
- Agree and provide reasonable cover for the team during periods of absence.
- To attend appropriate training when required.
- To participate in the recruitment and selection of SSAP Staff, Volunteers and Placements.
- To perform other relevant minor or non-recurring duties that may be needed from time to time.
- To work at all times as part of a team and to liaise closely with the Manager in carrying out the above duties.
- To ensure at all times that the projects service standards are properly monitored and adhered to.

### **FLEXIBILITY CLAUSE**

In order to deliver services effectively, a degree of flexibility is required, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the job at the appropriate grade. This job description will be subjected to review with the post holder, to ensure that it accurately reflects the duties and range of current duties and responsibilities for the post. The post is subject to available funding. This job description is indicative of the range of current duties and responsibilities for the post, it is not comprehensive. It is inevitable that the duties will change to reflect organisational change and it is essential therefore that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder.

#### **CONFIDENTIALITY – CLAUSE**

All staff, Contractors, Management Committee members and volunteers have a duty of confidentiality to SSAP, which exist in Common Law. SSAP has a duty to maintain strict confidentiality in relation to information and the whereabouts of its users and keep safe and secure all information given to its staff, Management Committee members and volunteers in the course of their duties. This applies not only during the course of employment, contract or volunteering but also after termination of employment or volunteering. This confidentiality clause covers such matters as knowledge of SSAP business, information on our users, business contacts and policies & procedures. Staff, Contractors, Management Committee members and Volunteers may not disclose or use for another Organisation or individual benefit any confidential information that she has or continues to require. All papers and records are the property of SSAP and must not be removed from the premises. All staff, Contractors, Management Committee members and volunteers must sign SSAP confidentiality clause. Any breach of this clause will result in summary dismissal and may result in a claim from SSAP for any damage or loss, which SSAP may suffer.

#### **EQUAL OPPORTUNITIES POLICY**

To be responsible for carrying out, implementing and the monitoring of SSAP's Equal Opportunity Policy.

#### **REHABILITATION OF OFFENDERS ACT 1974**

The post for which you have applied is exempt form the rehabilitation of Offenders Act 1974 by virtue of the rehabilitation of Offenders Act 1975. You are therefore required to complete the declaration and questionnaire enclosed with this pack.

**SSAP STAFF PERSON SPECIFICATION FORM**

Requirement of Applicants: The person appointed must fulfil the following requirements or have the potential to do so quickly through available training

**POST: Community Researcher**

**Any element with (D) next to it indicate that is DESIRABLE Only**

REQUIREMENTS	ESSENTIALS	IDENTIFIED
<b>1. EDUCATION</b>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in relevant area would be an advantage.</li> <li>• Able to grasp ideas and concepts easily.</li> </ul>	Application & Certificates
<b>2. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven experience of qualitative and Quantitative research and use of different research methodologies.</li> <li>• Experience with community outreach or social Work. (D)</li> <li>• Strong familiarity with Wales community members and Its neighborhood.</li> <li>• Experience of carrying out project review, monitoring, and evaluation.</li> <li>• Experience of working with sensitive issues especially with AFRICAN Young people. (D)</li> <li>• Experience and confidence in the use of ICT, including use of Word, Excel, Outlook, PowerPoint, websites and social media. (D)</li> <li>• Experience working in Community Based Organisation. (D)</li> <li>• Experience of working on research on complex and sensitive issues.</li> <li>• Experience of carrying out or facilitating workshop or training.</li> </ul>	Application, Interview & reference
<b>3. SKILLS, KNOWLEDGE, ABILITIES</b>	<ul style="list-style-type: none"> <li>• Living in Wales and have a close connection to AFRICAN communities in Wales.</li> <li>• Care about the local area and want to make a positive difference.</li> <li>• Enjoy speaking with people of all ages and be able to put them at ease without any personal prejudice.</li> <li>• Be able to work as a part of a team, be reliable and motivated</li> <li>• Be able to communicate well in English and to take notes.</li> <li>• Knowledge of other languages spoken in AFRICAN communities would be advantage but isn’t essential.</li> <li>• Be willing to work flexibly, including some evening and weekend in order to attend some of the events for the research purpose.</li> <li>• Be Willing to participate in both face-to-face activities as well as Virtual.</li> <li>• Strong writing skills to produce notes , interviews, and focus groups.</li> <li>• Critical thinking skills, including big-picture thinking and seeing issues from multiple perspectives.</li> <li>• Sensitivity to others’ opinions and excellent listening skills for interviewing.</li> <li>• Ability to work well in teams and independently.</li> <li>• Strong organizational skills and ability to adhere to research procedures.</li> <li>• Technological skills: capacity to learn or familiarity with conducting file uploads to online data portal; familiarity with Microsoft Word or equivalent software; digital audio recorder.</li> <li>• Excellent written communications skills, with the proven ability to write engaging copy for a range of channels and audiences.</li> <li>• Knowledge and understanding of all aspects of social media activity and experience of delivering this for an organisation.</li> <li>• Ability to work proactively using own initiative, prioritise work, meet deadlines, time management skills and attention to detail.</li> <li>• Ability to work on own initiative and plan work within the context of an agreed project strategy and agreed priorities.</li> <li>• Excellent administrative skills including maintenance of appropriate and accurate records, analysis, and reporting.</li> <li>• Awareness of sensitivity to cross cultural needs and differences and ability to manage situations sensitively.</li> </ul>	Application, Interview & reference
<b>4. ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Flexible, Motivated, and well organised.</li> <li>• Creative Thinker, Facilitator and Enabler.</li> <li>• Good interpersonal skills.</li> </ul>	Application, Interview & reference