



Early Lives - Equal Start

Project administrator and communication lead

Purpose of the job: Lead on project administration to ensure the smooth running of a complex community programme. Lead on project communications internal and externally with.

What is the Early Lives - Equal Start project? Early Lives Equal Start is a new community project to support women who are pregnant and those with new babies who are facing economic, social or cultural barriers to getting the services and support they need for a positive start to parenthood and a thriving start for their baby. The Early Lives Equal Start project is based at Flo's - the Place in the Park, which is in the Florence Park in Cowley Oxford.

Aims of the project:

1. To provide an innovative co-produced responsive support programme for women and parents in OX4- and particularly Black, African, Caribbean, Asian, Middle Eastern and East Timorese women who may face barriers to accessing maternity support services.
2. To learn more about what helps: breaking through barriers to access to maternity services, creating better experiences of services and improving outcomes for mothers and babies
3. To evaluate the project with a focus on the potential for learning, knowledge share, replicability and growth
4. To positively influence and support transformation of the mainstream services where needed
5. To support women holistically for maternal justice, working with partners to overcome practical and system barriers to better meet the needs of marginalised groups and individuals: those at risk of poorer birth and early parenting outcomes

Read more about the Early Lives Equal Start project here:

<https://www.floxford.org.uk/eles/>

Reporting to: Community Manager

Period: 1 year fixed term contract (with potential to extend)

Hours of work. 15 hours per week (0.4 FTE contract)

Salary: £25,600 pro rata

Direct reports: None

JOB DESCRIPTION

Main duties:

- Organising meetings, meeting attendance and note taking for the Early Lives Equal Start project. This includes maintaining a database of members, taking meetings and managing correspondence.
- Undertake regular communications about the project externally with partner organisations and internally with partners and participants.
- Transfer case load data to our new CRM system
- Maintain website and whatsapp groups
- Support MACOs with groups and events
- Being a point of contact for community members
- Support with day-to-day financial transactions associated with the project
- Support the commissioning of research, evaluation and potential new services as part of the ELES project.

Essential Criteria for the right candidates:

- commitment and enthusiasm for supporting women and families
- excellent organisational and administrative skills
- excellent IT skills and proficient use of IT systems including excel, word, CRM systems.
- excellent communication skills- able to connect with and have meaningful conversations with new people quickly.
- Interest in and commitment to maternal justice
- sensitivity to and understanding of cultural diversity
- honesty, reliability and flexibility.
- ability to work independently and as part of a team
- Fluent English

Desirable criteria (not essential):

- Speaking another language (e.g. Arabic, Kurdish, Urdu, French)
- Understanding of social justice issues
- charity/community work experience

We welcome applications from people of all backgrounds and particularly those with lived experience of maternity services and barriers faced by minoritized communities. We are committed to developing a workforce that represents the diverse communities we serve, where all employees feel valued and our rich diversity is celebrated by everyone.

If you want to speak to someone about the job before applying, feel free to get in touch with Melissa on melissa.latchman@flosoxford.org.uk - even if you are unsure if you are the right candidate for the job we would love to hear from you. Read more about the project here: www.flosoxford.org.uk/eles

How To Apply

To apply, please send with a CV and answer the following questions:

1. What interests you about the role?
2. Give examples that show how you meet the criteria?
3. What would you bring to the post?

You can submit your application as a letter or video. We will respond to all applicants, and offer interviews to those shortlisted to interview. **Please submit applications to Melissa.Latchman@flosoxford.org.uk by the 3rd February 2024.**

You are welcome to get in touch ahead of applying if you have any questions. Please let us know if you require this information in another format that is accessible to you.

This post requires a health declaration and references. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against

More information about the project:

Flo's – The Place in the Park is a community enterprise hub in East Oxford. We are a welcoming and inclusive place for families and people of all generations to meet, eat, work, play and learn. This is a place where people can come relax and enjoy the beautiful natural surroundings of the park. Find out more: <https://www.flosoxford.org.uk/>. We are working with others to start an exciting new project - Early Lives - Equal Start.