



Bridging Change

**Brighton and Hove (B&H)
Black and Minoritised Ethnic (BME)
Infrastructure Network**

**** PLEASE NOTE AMENDED SALARY BANDING ****

Project Support Worker

Job Description

Role: Project Support Worker

Contract type: 24-month contract with extension, dependent upon continued funding.

Salary: £23,500 pro rata based on 2 days

Hours of work: 16 hours p/w, some evening and weekend work may be required.

Location: Bridging Change, Community Base, 113 Queens Road, Brighton BN1 3XG

Responsible for: Fulfilling project support and administrative duties for the Brighton and Hove BME (Black minoritised ethnic) Infrastructure Network

Responsible to: Project Development Worker

What is the role

A Steering Group, currently made up of 7 Black and minoritised ethnic (BME) led organisations in Brighton and Hove which takes responsibility for the strategic direction of the Brighton & Hove (B&H) BME Infrastructure Network. The Steering Group members are working together to build an entity that can provide infrastructure support to BME community and voluntary sector (CVS) organisations in Brighton and Hove.

The B&H BME Infrastructure Network is a BME led infrastructure partnership that will support the development of dynamic, independent, and strong BME organisations to succeed and flourish so they can better support local BME communities.

The 7 organisations that are currently engaged in the work of the Steering Group are: BME Community Partnership (BMECP), BME Young People's Project (BMEYPP), Bridging Change, B&H Muslim Forum, Euro-Mediterranean Resources Network (Euro-Mernet), MOSAIC, Racial Harassment Forum B&H (RHF) and Sussex Racial Equality Action Project.

Bridging Change will be hosting the post and will be managing the day-to-day running and management of the role.



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About Bridging Change

[Bridging Change](#) is an independent organisation with the intention of building strong, dynamic and resilient racialised minority ethnic groups, communities, organisations, businesses and individuals that are empowered to flourish, free from inequality and discrimination.

Bridging Change creates facilitated spaces for engagement, runs a Change Makers Programme which includes action learning sets, mentorship and communities of practice. They have worked with several organisations including Brighton and Hove City Council, Adur and Worthing Council, NHS Sussex, Healthwatch Brighton and Hove, National Institute for Health and Care Research, Institute of Developments Studies, University of Brighton and University of Kent on wide ranging projects (including food insecurity, digital inclusion for people over 65, health research, health inequalities, experiences of racism, racialised representation, experiences of COVID-19 vaccination and COVID-19), diabetes in East Brighton, hypertension- Isometric exercise trials).

They have trained and facilitated spaces for equalities for NHS Sussex, West Sussex Mind, Brighton and Hove Mind, Community Works, Amaze and Sussex Prisoners Families.

About the Steering Group

The Steering Group, with the support of the Project Development Worker, Project Support Worker, Bridging Change and Brighton and Hove City Council will develop the B&H BME Infrastructure Network through organisation led engagement.

The Steering Group is looking for an experienced and capable Project Support Worker to provide administrative and project support for the B&H BME Infrastructure Network.

The Steering Group members have chosen to use the terminology Black Minoritised Ethnic (BME) and are committed to using more specific terminology for each group whenever possible. The terminology discussion is always evolving and there is currently no fixed term accepted equally by all communities. The Steering group will keep engaging with the discussion led by communities and operate to ensure that communication and terminology is developed as the discussion evolves.

PRINCIPLE RESPONSIBILITIES

1. Supporting the Project Development Worker (PDW) in developing the B&H BME Infrastructure Network
2. Act as a point of contact for phone, mail and email queries from organisations and groups
3. Assist the PDW in the planning and delivery of events, such as booking venues, scheduling speakers and attendee liaison
4. Assist the PDW and the Steering Group with administrative tasks including diarising appointments, taking meeting minutes and calls



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5. To be the main point of contact when the PDW is out of office.

PERSON SPECIFICATION

- Project support and administrative experience
- Ability to work on own initiative to prioritise workload, meet tight deadlines
- Excellent planning and organisational skills
- Good interpersonal skills
- Ability to work as part of a team and to support others
- Excellent computer skills including: Microsoft Office (Word, Excel, PowerPoint); video conferencing (Microsoft Teams and Zoom)
- Excellent verbal, written and presentation skills
- Able to travel and work outside normal office hours e.g. to attend evening and weekend meetings and events.

Desirable

- Knowledge of social media and website management
- Experience of event planning, delivery and monitoring
- Knowledge of issues faced by BME organisations and communities
- Knowledge of the BME communities and organisations in Brighton and Hove
- Experience of working with a management committee

Application deadline: **5pm, 21st January 2025**

To apply, please send completed application form to bridgingchange@outlook.com