



JOB DESCRIPTION

Job Title & Location: Project Development Officer - NAHIP

Salary: £24,000 - £26,000 (inclusive of ILW) + 6% pension + travel support

Hours: 35 per week

Annual Leave: 25 days plus statutory days

Responsible to: Programme Leader - NAHIP

Purpose of the Job

To co-ordinate campaigns development, oversee the delivery of activities of the implementing and associate partnership of NAHIP, and support corporate input into sector development

Main Tasks & Responsibilities

Campaigns

1. To support the planning, development and implementation of national campaigns.
2. Lead on the development of appropriate campaign models
3. To support, build and sustain links with relevant agencies and providers at local, regional and national level
4. Ensure successful monitoring and evaluation of activities through the collation and production of appropriate information

Partnership delivery

5. To help develop and build the skills and abilities of the contracted agencies to deliver NAHIP activities and projects
6. To monitor, review and develop, on an on-going basis, appropriate support for the NAHIP contracted agencies

7. To support the contracted agencies in delivering NAHIP projects, ensuring that they have the relevant materials and training to carry out their work
8. To assist the programme manager in the monitoring of NAHIP contracted agencies contractual compliance

Sector development

9. To provide input to the development of sector summary reports and briefings
10. To support the planning, development and review of strategic frameworks intended to support health promotion work with African Communities
11. To support the planning, development and implementation of a range of programmes that will be undertaken in order to build current sector capacity (with the aim of encouraging new people to work within the sector)
12. To lead in the organisation and co-ordination of the bi - annual NAHIP conference
13. To work with colleagues in the community to increase knowledge of NAHIP programmes and activities within and outside of the African health sector
14. To represent the AHPN and NAHIP at external meetings and events as appropriate and in particular the African forums
15. In consultation with line-manager to manage other sector - wide projects relevant to health promotion with African communities

General

16. Produce reports for funders and the project as necessary
17. Help other AHPN staff in the completion of their work as appropriate
18. Contribute to project and corporate fundraising activities as appropriate
19. To carry out any other reasonable duties as assigned

Person specification

Note: Application =A, Interview =I, Presentation=P, Essential =E, Desirable =D

Criteria					
Experience/skills					
	A	I	P	E	D
1) Excellent communication and interpersonal skills and an understanding of media operations, design and marketing strategies	X	X	X	X	
2) Excellent facilitation and presentation skills including experience of facilitating meetings and seminars	X	X	X	X	
3) Experience of partnership development and working	X	X		X	
4) Ability to produce written text for a variety of audiences	X			X	X
5) Ability to analyse and synthesise a broad range of information and research	X	X			
6) Excellent time management, scheduling and planning skills	X	X	X	X	
7) Ability to self direct and to work as part of multi-disciplinary teams	X	X		X	
8) Experience of project management, including planning, developing, implementing and evaluating projects to set deadlines and within fixed budgets	X	X	X	X	X
9) Experience of coordinating multi-agency programmes of work	X	X			X
10) Experience of developing, implementing and evaluating a range of interventions	X	X			
11) Experience of developing campaigns	X	X	X	X	X
12) Experience of working with African communities	X	X		X	
13) Experience of organising conferences	X				

Knowledge/qualifications					
	A	I	P	E	D
14) Degree or equivalent qualification	X			X	
15) Knowledgeable about African people's, sexual health, well-being and social issues	X	X		X	
16) Knowledgeable about development needs of African health sector and using applicable planning frameworks	X	X			X
17) Self-supporting in Word, PowerPoint, adobe in design and Outlook	X	X	X	X	
18) Project management training	X				X
19) Knowledge of <i>HIV and AIDS in African Communities: A framework for better prevention and care</i> and other key research and strategic documents, including the knowledge, the will and the power-a plan of action to meet the HIV prevention needs of Africans living in England.	X	X		X	
20) Knowledge of government and non-government funding sources for training and employment opportunities and how to access them	X				X