

## VACANCY – ENGAGEMENT AND ADMINISTRATION OFFICER

**Charity: Policy Centre for African Peoples (PCAP)**

**Part-time: 20 hours per week**

**Salary: £34,000 pa, pro rata**

**Reports to: Executive Director**

**Application deadline: 25<sup>th</sup> February 2024**

**Location: Gillingham and home**

**Duration: 24 months – renewable<sup>1</sup>**

**Start date: Week starting 18<sup>th</sup> March 2024**

**Interviews: Week starting 26<sup>th</sup> February 2024**

### About Us

PCAP is a charity working to enable African and disadvantaged people of all ethnic origins to improve their lives through education, leadership development and social engagement. For more information, please visit [www.pcap.org.uk](http://www.pcap.org.uk)

### About the Role

This is a project personnel role aimed at enabling PCAP to successfully achieve the engagement and administration objectives of its Hope After Covid project in Medway and Swale. Hope After Covid is a 2-year project funded by the National Lottery Community Fund. Through this project, PCAP seeks to improve the wellbeing, mental health and social engagement of up to 100 residents of Medway and Swale who have been affected by Covid, either because of bereavement, illness, long Covid, loss of employment, or social isolation. The Engagement and Administration Officer will work to enable PCAP to achieve the following objectives:

- Engaging with the various project partners and stakeholders;
- Actively recruiting Medway and Swale participants for the Hope After Covid project;
- Following up with participants to ensure that they actively take part in the Hope After Covid activities, and remain engaged and enthusiastic;
- Developing and expanding PCAP's network of contacts throughout Medway and Swale;
- Creating and managing online folders for forms including registration, initial assessment questionnaires, attendance and feedback;
- Administrating and updating the PCAP website and social media platforms;
- Assisting with the design, administration and promotion of social engagement events;
- Additional tasks as assigned by the PCAP Executive Director.

### Key Responsibilities:

We are looking for a competent, dynamic and enthusiastic Engagement and Administration Officer, with relevant prior experience and proven local contacts to enable PCAP to fulfil the aforementioned objectives. Key responsibilities include:

- Supporting the day-to-day recruitment and management of project participants;
- Raising PCAP's profile throughout Medway and Swale to facilitate the achievement of the Hope After Covid goals;

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<sup>1</sup> Subject to satisfactory assessments to check fulfilment of set goals and availability of salary funds, as per PCAP's pay policy.

- Supporting PCAP in achieving its engagement, recruitment, outreach and administrative targets;
- Organising regular stakeholders' meetings, taking notes and producing accurate minutes;
- Working closely with the operational team to ensure that all reports are submitted on time;
- Occasionally attending external events as a PCAP representative in Medway and Swale;
- Building a pipeline of potential partners and influential stakeholders to magnify the positive impact of PCAP's Hope After Covid project, and its long-term sustainability.

### **Level of Skills/ Experience:**

This is a flexible position that would be ideal for a candidate looking for part-time work. You will be operating both from the PCAP office in Gillingham (exact location TBC, we are currently in discussion with the Sunlight Centre, ME7 1LX) and from home with occasional events and travel to represent PCAP at relevant engagements. All travel expenses outside your office location will be reimbursed.

We are seeking someone who:

- Easily connects with people and treats them with empathy and compassion;
- Has the existing networks and contacts necessary to successfully deliver engagement goals in Medway and Swale, especially in Gillingham, Chatham, Rochester, Sittingbourne, Faversham and the Isle of Sheppey;
- Has the required administrative experience to carry out relevant admin tasks;
- Is a proficient user of Excel programme, spreadsheets, and online filesharing platforms;
- Possesses the ability to contribute to the development, implementation and continuous improvement of excellent monitoring, reporting and evaluation processes;
- Displays the emotional intelligence, cultural sensitivity and empathy necessary to establish positive and supportive relationships with project participants;
- Is reliable in terms of working independently and remotely, and implementing agreed actions;
- Possesses excellent written and oral communication skills in English;
- Is confident at networking and engaging with stakeholders at all levels and taking the lead on engagement tasks;
- Has outstanding interpersonal and teamwork skills, with the ability to work across the team and deliver on common goals;
- Takes a positive, communicative and proactive approach to work and problem-solving;
- Is keen to build and develop the role as suits the needs of the organisation.

Subject to availability of funds for salaries, opportunities for further paid work and career development (including full-time and permanent position) will be offered to the right candidate.

**Kindly note: a clear enhanced DBS certificate is mandatory** for this role that involves working with vulnerable people. PCAP will cover all costs related to the DBS checks.

**To apply, please email your CV to [info@pcap.org.uk](mailto:info@pcap.org.uk) with a covering letter stating why you are interested in this role.**