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**Part 1: Job Description**

**Part 2: Person Specification**

**Title:** Information Officer

**Date:** 01 November 2024

**Part 1: Job Description**

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| **1.0 Purpose:**  The post holder will be required to work closely with Hands That Talk (HTT) management and direct implementation staff in the development and delivery of the "Living Positively" project. This project is a six-month initiative designed to support the Deaf community in the Northwest by creating a social gathering space and to provide information sessions, a hot 2 course lunch, arts and crafts workshops, this project is to be implemented in five key locations. |

**2.0 Charity:** Hands That Talk

**3.0 Job Group:** Community Project

**5.0 Responsible To:** Finance & Interpreting Manager

**6.0 Location:** 116 Main Street, Dungiven

**7.0** **Hours of Work:** 16 Hours (Pro Rata) £12,022

**8.0** **Salary** **£** 27,803.00

**9.0 Functional Project Support and Information Dissemination**

**Responsibility:**

**10.0 Responsible for:**

**11.0 Direct Reports: None**

**12.0 Budget**

**Responsibility:** None

**13.0 Key Responsibilities:**

**Part 1:** **Job Description**

General Support Staff duties

* Assist in the preparation and delivery of information sessions by inviting key professionals on topics such as health, finance, technology, and advocacy.
* Support the facilitation of arts and crafts workshops by engaging community artists, ensuring adequate accessibility and participation for all attendees.
* Help organize and coordinate the Positive Living sessions promoting social gatherings and planned events, fostering a welcoming, inclusive & accessible environment.
* Provide logistical support, such as setting up venues, arranging transportation, and managing resources.
* Maintain accurate records of participant attendance, feedback, and project activities.

**Information Dissemination:**

* Promote the "Living Positively" project to the Deaf community through various channels, including social media, email, and community networks.
* Develop and distribute accessible information materials, such as flyers, brochures, and online resources.
* Maintain regular contact with participants, providing updates and answering queries.
* Liaise with community partners and stakeholders to raise awareness of the project and its benefits.
* Assist in the collection and analysis of project data to evaluate its impact and inform future initiatives.

**Risk Management:**

* Adhere to safeguarding procedures and relevant external standards.
* Comply with GDPR requirements in handling personal data.
* Maintain confidentiality and discretion in all project-related matters.
* Participate in regular project meetings and provide updates on progress.
* Undertake training as required to enhance project delivery skills.
* Perform other duties as reasonably requested by the Project Manager.

**Communication (Internal & External)**

* With various BSL / ISL Communities
* Develop and maintain appropriate professional relationships with Services Users, colleagues and funders.
* Processing of paperwork to the relevant departments within agreed timescales.

**Service Users Interaction**

* Support the team to help the service users.

**Recording**

* Manage & maintain internal processes as directed by managment.
* Assist colleagues with the compliance of necessary recording requirements and responsibility for accurate and timely completion e.g. HTT Database, service user files, case notes.
* Assist with the maintenance of the Project rota and rota management.

**Training**

* Responsible for keeping abreast of current legislation and HTT’s policies and procedures and attend appropriate training as and when required.

**Health & Safety**

* Adhere to HTT’s Health & Safety Policies and Procedures e.g. Lone Working Policy.

**Part 2: Person Specification**

**Title:** Information Officer – Positive Living Project

**Date:** 01 November 2024

**Essential**

1 Demonstrable experience in working with and scheduling various professionals to give talks at events.

2. A Sign Language qualification to at least level 2

3. A strong understanding of the Deaf Community and their information needs.

4 Proven abilities to build strong relationships with members of the Deaf Community

5 Reliability, honesty, discretion, confidentiality

6 Flexibility, enthusiasm, and commitment to the aims of Hands That Talk.

Other requirements (Essential)

1 A full driving licence and regular access to the use of a car for job role.

**NOTE**

**This post is subject to an enhanced ACCESS NI Check**

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