



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

**Project Development Worker**

**JOB DESCRIPTION**

**Role:** Project Development Worker

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

**Holidays:** 28 days holiday pro-rata including Bank Holidays.

**Salary:** £37,208 pro rata based on 3 days

**Hours of work:** 24 hours p/w, evening and weekend work may be required

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

**Responsible for:** The development of the Brighton and Hove BME (Black minoritised ethnic) Infrastructure Network.

**Responsible to:** Bridging Change Directors

**What is the role**

A Steering Group, currently made up of 7 Black and minoritised ethnic (BME) led organisations in Brighton and Hove takes responsibility for the strategic direction and management 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 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.**

### **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 Development 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.

### **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 Development Worker to develop and support 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.

### **PRINCIPAL RESPONSIBILITIES**

1. Responsible for developing projects for the B&H BME Infrastructure Network, to support BME organisations to have better access to information and achieve their full potential.
2. To undertake engagement with BME organisations in Brighton and Hove to map their skills, resources and needs.



3. To undertake engagement with other BME infrastructure organisations to understand their modelling.
4. To undertake engagement with mainstream infrastructure organisations in the city to see how the B&H BME Infrastructure Network can utilise their skills and expertise.
5. Provide regular reports to the Network's Steering Group relating to all the engagement and development work.

### **GENERAL ACCOUNTABILITIES**

1. Responsible for drafting reports relating to B&H BME Infrastructure Network project work.
2. Responsible for all project support such as :- identifying priority areas and project plans, ensuring GDPR compliance in all matters, financial monitoring of budgets highlighting risks to the Steering Group, organising regular Steering Group meetings, preparing agendas, background papers for discussion and providing further information.
3. Responsible for delivering the development plan, ensuring that agreed targets are met.
4. Be the main point of contact for BME organisations and groups, other infrastructure organisations, local authorities, and other external organisations.
5. To provide support to BME cvs organisations by providing information and feedback and to ensure that issues raised are logged and resolved wherever possible in an effective manner and within agreed structures.
6. Produce internal and external communications including monthly updates for the Steering Group and producing marketing materials through a variety of methods e.g. website and social media.
7. Responsible for planning and delivering Network and related events including training sessions.
8. Attending events, representing the Network, providing information relating to services and activities.
9. To work with the Steering Group on special initiatives as required e.g. piloting information support sessions, developing, and enhancing communication and engagement with organisations in the city.



Bridging Change

Your duties will be as set out in the above Job Description but please note that the Steering Group reserves the right to update your Job Description, from time to time, to reflect changes in, or to, the needs of the Network.

## **PERSON SPECIFICATION**

### **Essential**

- Experience of working within BME voluntary and community sector
- Experience of working with a voluntary and community management committee
- Knowledge of issues faced by BME organisations and communities
- Strong personal commitment to equality, diversity and inclusion
- Experience of event planning, delivery, evaluation and monitoring
- Ability to work as part of a team and on own initiative to prioritise workload, meet tight deadlines and juggle multiple tasks effectively.
- The ability to work effectively with different organisational levels and to develop positive working relationships across different sectors
- 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.
- Knowledge of the BME communities and organisations in Brighton and Hove

### **Desirable**

- Knowledge of governance structures (charity / CIO / Charitable Co / CIC etc)

Application deadline: **5pm, 21<sup>st</sup> January 2025**

To apply, please send completed application form to [bridgingchange@outlook.com](mailto:bridgingchange@outlook.com)