Oral Health Legacy project

**Post: Oral Health Development Officer.**

**Job description for the post of development officer for the Oral Health project**

**Post:  Development Officer**

**Salary: £24,000.00 per annum**

**Hours: Full-Time (36 hours per week)**

**Term: Three years.**

LINKnet Mentoring Limited provides mentoring support to minority ethnic people on career, education, and personal development as its core service. Over the past three years LINKnet has expanded its services to include the health sector. The post holder will be responsible for some developmental and some admin aspects of LINKnet’s oral health joint project with Community Foods Scotland (CFS).  He/she will be directly responsible to the LINKnet Director. Some activities of the project are jointly delivered with CFS. The necessary information, support and supervision are available.

**Main duties and responsibilities of the post**

1. Prepare workshop modules to raise oral health awareness and jointly deliver the prescribed course. Course details are found in a separately attached document
2. Provide one to one support together with the recruited and trained volunteers, to service users to raise oral health awareness. The target for the year is 30 individuals or families to receive the service
3. Provide advocacy to those who need access to oral health care with the help of volunteers. The annual target is 25 individuals or families receiving the service
4. Contribute to the joint work of developing promotional material
5. Monitor and evaluate all aspects of the service provision
6. Keeping records of activities, outputs, outcomes, and evaluations and writing reports
7. Publicity and promotion of the project
8. To take part in team meetings and all other relevant activities of the organisation
9. To be available for evening and weekend work when required.
10. To undertake any other relevant duties that the Director requests.

**Person Specification**

Skills and Experience required

Essential

Education at degree level or substantial experience in people-oriented work preferably in a health-related subject or field.

Qualification or/and experience in training people

Experience in delivering workshops

Excellent people skills with a proven record of working with people

Good communication skills in both oral and written forms of the English language

Good IT skills, including word processing and database management

Good knowledge and experience in handling social media platforms

Experience in promotional material development

Experience in organising events

Experience in record keeping and report writing

Desirable

Experience of working with minority ethnic people and refugees

Good knowledge of minority ethnic organisations and/or minority ethnic residential clusters in Edinburgh and the Lothians

Ability to speak community languages other than English.

To have a current British driving license

Experience or a qualification in evaluation