Oral health outreach development job description

**Post: Oral Health Out-Reach Development Officer.  Job description for the post of Outreach development officer for the Oral Health Project**

**Post: Outreach Development Officer**

**Salary: £24,000.00 per annum**

**Hours: 18 hours per week (Part-Time, Pro-rata)**

**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. Develop necessary promotional material for publicity and promotion work in collaboration with the Oral Health development officer.
2. List all potential organisations (public/private and voluntary sectors) and relevant individuals, religious centres etc to approach for the promotion of the project activities
3. Do out-reach work with organisations and individuals to attract volunteers and service users to the project. Although the outreach development is mainly responsible for outreach worker, getting people to the project is the joint responsibility of the oral health development officer and the outreach development officer. Annual target of volunteers is about 50. Individuals /families receiving the service annually is 55. In addition, workshops should be accessed by 150 families per year.
4. Help the Oral Health Development Officer preparing workshop modules to raise oral health awareness
5. Take responsibility of monitoring and evaluation activities of the project as per LINKnet Directors instructions.
6. Keeping records of activities, outputs, outcomes, and evaluations and contribute to writing reports
7. To take part in team meetings and all other relevant activities of the organisation
8. To be available for evening and weekend work when required.
9. 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.

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

Experience in promotional material development

Experience in outreach promotional work

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 record keeping and report writing

Qualification or/and experience in training people

Desirable

Experience of working with minority ethnic people and refugees

Ability to speak community languages other than English.

To have a current British driving license

Experience or a qualification in evaluation