** JOB DESCRIPTION**

**Arabic Speaking Carers Support & Development Worker (Edinburgh and Lothians)**

**Title of Post**: Arabic Speaking Carers Support & Development Worker

**Employer:** MECOPP

**Salary Scale:** £25,954 (pro rata)

**Place of Work:** MECOPP, 57 Norton Park, Albion Road, Edinburgh, EH7 5QY

**Hours:** 17 hours per week

**Contract:** Funding confirmed until 31 March 2023 (extension of post subject to continuation funding)

**Responsible to:** MECOPP Chief Executive

**Introduction**

MECOPP is Scotland’s leading Black and Minority Ethnic (BME) carers’ organisation providing a variety of support services to carers from BME and other marginalised communities across Scotland. Established in 2000, MECOPP has a long and successful track record of working with some of Scotland’s most marginalised communities.

**Aims of the Post**

* To identify Arabic speaking carers within Edinburgh and the Lothian’s and assist them in accessing appropriate supports and services
* To raise awareness of the needs of Arabic speaking carers at both policy and practice level
* To provide a range of support services for Arabic speaking carers, including the development of new services in line with identified need
* To assist providers and practitioners in the provision of culturally appropriate and accessible services
* To encourage the participation of Arabic speaking carers in the planning process (e.g. consultation exercises) either through existing forums or through the development of alternative mechanisms

**Primary Tasks & Responsibilities**

* + - 1. To undertake a range of activities to identify Arabic speaking carers who are not yet known to the organisation (e.g. community awareness-raising).
      2. To assist both new and existing Arabic speaking carers to access a range of supports and services to assist them in their caring role through the provision of advice, information, advocacy and casework support.
      3. To provide support to existing MECOPP carer support services including carer training, carers’ support group and healthy living activities.
      4. To create an awareness and knowledge within Edinburgh and the Lothians of the needs of Arabic speaking carers and those they care for.
      5. To assist Arabic speaking carers to make their views known to service providers through supporting their participation in a range of consultation activities including focus groups, questionnaires and events.
      6. To assist service providers in the development of culturally appropriate services which meet the needs of Arabic speaking carers and those they care for.
      7. To contribute to the development and delivery of staff training on issues of race and culture.
      8. To undertake effective recording of casework (process and outcomes) for inclusion in the MECOPP database and for reporting purposes.
      9. To undertake regular monitoring and evaluation of services to inform both internal (quality assurance requirements) and external (funding reports) processes.
      10. To work jointly with co-workers on agreed areas of shared activity.
      11. To promote the organisation throughout Edinburgh and the Lothians and where appropriate, further afield.
      12. To undertake any other tasks as deemed appropriate by the MECOPP Board of Directors.

**Management & Accountability**

1. To produce regular reports of work for the MECOPP Chief Executive and the MECOPP Board of Directors.
2. To participate in regular support and supervision sessions with the Chief Executive
3. To participate in team meetings and other internal meetings as required.
4. To attend any training as required.
5. Delivery of all tasks and activities will be commensurate with the number of hours secured for the post.

**Generic Duties**

1. To comply with all MECOPP policies and procedures.
2. To participate in MECOPP staff meetings, support and supervision sessions and any other meetings as required.
3. To represent the organisation at all times in a professional manner.
4. To undertake any other activities deemed appropriate and in keeping with the aims of the role.

**Conditions of Service:**

1. Annual holidays – 25 days plus 2 floating days plus statutory public holidays (pro rata)
2. Pension – The post holder will have the option of joining a group pension scheme based on employer and employee contributions of 6%.
3. Union – MECOPP will recognise the appropriate trade union.
4. Equal Opportunities – MECOPP is working towards being an equal opportunities employer.
5. Travel Expenses – work-related travel expenses, with appropriate receipts, will be reimbursed on a monthly basis
6. Staff Development and Training – the postholder will receive induction training on appointment and opportunities to participate in ongoing professional development.

**Please note that this post is limited to Arabic speaking applicants only as a Genuine Occupational Requirement under the Equality Act 2010.**

**Person Specification**

All of the following requirements will be assessed from a combination of information provided on the application form, the interview process and references (see below):

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| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| Experience of working with Arabic speaking and/or other marginalised communities | X |  |
| Demonstrable experience of providing advocacy and casework support and information services | X |  |
| Experience of community outreach and other awareness raising activities | X |  |
| Experience of managing small scale projects/initiatives | X |  |
| Experience of monitoring and evaluation techniques to include quality assurance | X |  |
| Experience of joint working with a range of stakeholders | X |  |
| Experience of supporting participation of marginalised/ excluded groups | X |  |
| **Skills** | | |
| Ability to speak Arabic and reasonable fluency in English both written and spoken | X |  |
| Ability to establish empathetic relationships with carers and those in receipt of care | X |  |
| Excellent written, verbal and interpersonal skills and the ability to develop and maintain strong working relationships with internal and external partners | X |  |
| Ability to inform and influence decision making processes | X |  |
| Ability to manage own workload effectively | X |  |
| Ability to use networked IT efficiently and appropriately | X |  |
| **Knowledge** | | |
| Knowledge of the issues affecting Arabic speaking carers and those in receipt of care | X |  |
| Knowledge of equality legislation and its applicability within health and social care |  | X |
| Knowledge of the voluntary and statutory sectors in Edinburgh and the Lothians |  | X |
| **Other** | | |
| Clean driving licence and a willingness to travel within Edinburgh and the Lothians |  | X |
| Willingness to work out-with office hours if required |  | X |

**Closing date: 5pm 26th August 2022**

**Please note that cv’s will not be accepted.**

**Interview date: TBC**

Interviews will take place via Zoom or Microsoft teams (video conferencing software)

**For an application pack**: please contact [info@mecopp.org.uk](mailto:donna@mecopp.org.uk) or see the recruitment page on our website at [www.mecopp.org.uk](http://www.mecopp.org.uk)