



CAN International
Project Liaison and Support Officer
(Self-employed)

Job Description

Post title: Project Liaison and Support Officer	Post ref. No.: CPM/08/17
Category/type: Self-employed contract	Location: Home-based
Tenure: 12 months with initial contract for 6 months (there is a possibility of extension of tenure for another one year)	Relationships and contacts: Project Manager, Gurkha veteran communities across England, government departments, charity management
Responsible for: No direct line management responsibility	Responsible to: Project Manager
Job purpose: To support the delivery of the project aimed at setting up and running a 'Gurkha Veterans Support Centre' to support the Gurkha communities across England for their successful social transition and access to public services.	
Principal duties and responsibilities: <ol style="list-style-type: none">1. Engage with Gurkha veteran communities to explore the types of support needed for their smooth transition, access to public services and community integration2. Gain in-depth understanding of the challenges that the veteran communities facing and the potential strategies that Gurkha Centre can offer to address these challenges, adhering to existing UK laws, rules and standard practices3. Liaise with veteran communities and encourage them to participate in Centre's activities and develop or strengthen veterans' networks4. Support communities to develop linkage with different stakeholders including government agencies5. Make yourself available to support the communities. This may include mostly communicating with community members remotely via. telephone, skype etc., or home-visits and drop-in sessions.6. Deal with the communities' queries related to support and address them appropriately, especially by providing information relating to social transition and public services on offer including health, education, employment, housing, benefits and finances7. Working with Consultant – Project Manager, coordinate and organise meeting with veteran communities and other stakeholders including government agencies to develop the mechanism that will enable the communities to access services and integrate in the society8. Support the Project Manager to set-up the project – Gurkha Support Centre and day-to-day management of the Centre9. Support the Project Manager to gather information and publish key communication materials (in Nepali language) relating to public services and community health and share with veterans and stakeholders.	

10. Working with Project Manager, develop, manage and keep up to date project plans to ensure the smooth running of the project and timely delivery of the project outputs, responding to associated queries, as required
11. Establish Centre as a main support centre for the Gurkha communities and enhance the Centre's engagement with communities.
12. Liaise with Project Manager for the implementation of project monitoring and evaluation
13. Support the Project Manager to monitor the project progress including the financial one and report any issues to the Project Board and Trustees
14. Provide information and materials to draft project progress reports
15. Travelling to different satellite cities to organise community events and support the veterans and families where necessary (frequent travel required mostly using your own car - travel costs will be paid)
16. Such other duties, as may reasonably be required, commensurate with this role

Person Specification

Competencies	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent level of qualification or relevant experience 	
Knowledge, skills and understanding	<ul style="list-style-type: none"> • Possess understanding of the Gurkha veteran communities and their issues in transition • Experience of working in Gurkha communities (ex-Gurkha Army) • Evidence of the ability to collaborate with stakeholders and develop working relationships with them • Ability to develop community networks 	<ul style="list-style-type: none"> • Experience of counselling vulnerable communities
Personal attributes	<ul style="list-style-type: none"> • Excellent communication skills • Fluent written and spoken Nepali and English • Self-motivated to work towards supporting Gurkha communities 	<ul style="list-style-type: none"> • Ability to gain support from volunteers to work towards Gurkha Centre's mission
Other	<ul style="list-style-type: none"> • Ability to travel in satellite cities in England for work frequently • Ability to show initiative • Reliable and efficient • Entitlement to work in the UK 	<ul style="list-style-type: none"> • Positive attitude towards organisation's growth and development

Additional information relating to the post

Pay: Pay rate will be competitive depending on experience. Travel costs will be provided when necessary.

Hours of work: Ideally full-time appointment will be contracted to work a 37.5 hour week, over five days, to suit the requirements of the Centre, as notified by the Consultant – Project Manager. Some weekend and evening work may be required, especially while organising community events and supporting families in the satellite cities.

Terms and conditions: A detailed terms and conditions of contractual services will be specified in the Contract.