



CAN International
Gurkha Services Officer
(Self-employed)

Job Description

Post title: Gurkha Services Officer	Post ref. No.: 10/18
Category/type: Self-employed contract	Location: Home-based
Tenure: 5 months (possibility of extension)	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 provide welfare and wellbeing related support to the Gurkha veterans and communities across England.	
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 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 gather information and publish key communication materials (in Nepali language) relating to public services and community health and share with veterans and stakeholders.9. 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 required10. Liaise with Project Manager for the implementation of project monitoring and evaluation	

11. Support the Project Manager to monitor the project progress including the financial one and report any issues to the Project Board and Trustees
12. Provide information and materials to draft project progress reports
13. 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)
14. 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 	
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 at the rate of £24,00 per annum (pro rata basis for part-time). Travel costs will be provided when necessary – need to have access to your car for business use.

Hours of work: 2 or 3 days a week. Flexible working pattern. Can consider for full-time as well. 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.