



**Ethnic Minorities
& Youth Support
Team Wales**

Tim Cymorth
Lleiafrifoedd Ethnig
& Ieuenctid Cymru



EYST Wales

BME Invest Work Placement

Job Description

Job Title: COVID-19 Support Worker (staff support)

Hours of Work: Part-time 16 hours per week

Salary: National Minimum Wage (as per age)

Tenure: Fixed term for 16 weeks

Responsible to: Sibw Mbembwe

Aims of the Post

- a) To provide effective administrative support to ACC staff by reporting back and maintaining a good level of communication.
- b) To research relevant COVID-19 official information, ready to relay to the ACC clients.
- c) To support ACC clients on ACC Social media platforms, by relaying official information about ACC and answering enquiries

Principal Accountabilities and Main Duties

Specific

- a) To work under the guidance of the Active Inclusion Project Officer in providing effective project support to African Community Centre staff.
- b) To relay relevant official information about ACC to clients through ACC social media platforms.
- c) To answer calls, emails and respond to enquiries regarding the work of African Community Centre.

General

- d) To ensure regular reporting and updates as required.
- e) To ensure the collection, entry and return of information as required for monitoring and evaluation
- f) To take part in training courses, staff meetings and regular supervision
- g) To work within relevant health and safety legislation
- h) To ensure that the project promotes and reflects equality of opportunity at all levels
- i) To ensure that EYST Child Safeguarding and all other relevant policies required by African Community Centre are implemented
- j) To uphold the confidentiality of information of clients
- k) To work with the African Community Centre to set and maintain a culture of high professional standards and to deliver best value services
- l) To carry out any other duties that may from time to time be required

Person Specification

1. Aged 18-24 or 25+ and currently not in education, employment or training
2. Good interpersonal and customer service skills
3. Good communication skills and a professional manner
4. An understanding of and commitment to equal opportunities
5. Ability to use social media including Facebook, Instagram and Twitter
6. Competence in IT, including Email, Word, PowerPoint and the Internet
7. Organised, focussed and self-motivated

Please Note

The work placement is organised by EYST Wales and hosted by African Community Centre.

We welcome applications from applicants from a BME background who are currently not in education, employment or training or who are long term unemployed or economically inactive.

Applications for this vacancy are by online application form only, CVs are not accepted.

This Active Inclusion Vacancy is funded by ESF (European) funds managed by WCVA.