



Part-time self-employed consultant post: 200 hours between 1 August 2021 and 28 February 2022  
 SALARY: £25 per hour, inclusive of all expenses except travel costs

**RESPONSIBLE TO:** Kirit Modi, Chair, JHOD

**ACCOUNTABLE TO:** JHOD and City Sikhs Community Engagement Leads Project Group

**JOB SUMMARY:**

This innovative new role is funded by NHS Blood and Transplant to support the implementation of our **Activity Plan** to promote organ donation among the Hindu, Sikh and Jain communities in West London. There will be a series of activities that need to take place for the set period of this role.

JHOD and City Sikh have extensive experience of promoting organ donation over a number of years. The aim of this project is to build on this experience and to build strong partnerships and relationships with targeted local authorities, hospitals, educational establishments, places of worship, community groups and the media.

Main duties and responsibilities will be establishing contacts with specified organisations set out in the **Activity Plan** and building relationships to enable the activity to be completed successfully. There will be a similar City Sikhs Outreach Co-ordinator and both post holders will work closely. Details of the post holder who will take the lead on specific aspects in the Activity Plan will be finalised after appointment. Members of the Project Group will offer support to the Co-ordinator, as appropriate. This post will suit someone with knowledge of organ donation and who has the ability to engage effectively with Hindu and Jain groups.

**SPECIFIC RESPONSIBILITIES**

- To take the lead on specific aspects of the Activity Plan and to successfully deliver these
- To work collaboratively with the parallel City Sikhs Outreach Co-ordinator
- To report weekly to the Chair of JHOD on progress
- To report in writing to the Project Group
- To be proactive in taking actions and use initiative
- To establish good relationships with individuals and organisations
- To seek support from the Project Group, as needed
- To promote organ donation in a sensitive way
- To promote equality and diversity
- To support any other duties related to the Activity Plan as agreed by the Project Group

**Person Specification**

Our ideal candidate will have the following experience and skills:

Essential	Desirable
<ul style="list-style-type: none"> <li>• Proven ability to work independently and use initiative</li> <li>• Ability to engage with Hindu and Jain communities</li> <li>• An understanding of organ donation in the UK</li> <li>• Highly organised and able to balance multiple priorities and manage time effectively</li> <li>• Excellent communication and relationship management skills</li> <li>• Able to work with people from a wide range of backgrounds</li> <li>• Technology and digital skills including MS Office and Zoom</li> <li>• Ability to attend face to face meetings in West London, subject to COVID regulations</li> <li>• Flexible attitude and willingness to develop in role</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of organ donation issues facing Hindu and Jain communities in the UK</li> <li>• Sound understanding of the Hindu and Jain communities in West London</li> <li>• Ability to understand and communicate orally in Gujarati</li> </ul>

### **Application Process**

To apply for the vacancy, please email your **CV and a covering letter** (no more than two pages) to **kiritmodi1@hotmail.com** outlining your interest in the role and how your skills and experience meet the job description and person specification. Further details are available at [www.ncva.co.uk](http://www.ncva.co.uk).

Please include “**JHOD Outreach Coordinator**” in the subject line.

**Deadline for applications is Friday 23 July 2021.**

**Interviews** will take place during the week beginning **26 July 2021.**

For further queries about the post, contact Kirit Modi, Chair of JHOD @ [kiritmodi1@hotmail.com](mailto:kiritmodi1@hotmail.com)

The appointment may be subject to a valid DBS check. If the applicant does not have a current valid DBS check, it will be paid for by JHOD.

The applicant shall also need to provide information as to any unspent criminal convictions.

### **Data Protection Principles**

We will comply with data protection law including the 6 principles of GDPR which are:

1. To process your personal data lawfully, fairly and in a transparent way
2. To collect your personal data only for valid purposes that we have advised you about and to not use your personal data in any way that is incompatible with those purposes (unless we have notified you and explained the lawful ground that allows us to do so)
3. To only process your personal data to the extent necessary for the purposes we have advised you about
4. To keep your personal data accurate and kept up to date
5. To keep your personal data only as long as necessary for the purposes we have told you about
6. To keep your personal data secure.

### **Health and Safety at Work**

The post holder is required to: persons who may be affected by their actions or omissions at work. - operate with the employer in ensuring that all statutory and other requirements are complied with.

### **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998.

### **Equality and Diversity**

JHOD and City Sikhs value equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment. We aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership.