

Birthrights Participation Officer

Job pack

This pack contains the following information:

1. Job description
2. Person specification
3. How to apply

1. Job description

Job title	Participation Officer
Role Purpose	<ul style="list-style-type: none">• To develop and lead Birthrights' strategy to ensure effective, meaningful participation of women and birthing people with lived experience of maternity services across all our work• To deliver effective, authentic and sensitive participation of Black and Brown/Black, Asian and Minoritised Ethnic (BAME) women and birthing people in Birthrights' legal inquiry into race and maternity care• To contribute to team priorities and development
Salary	£30,000 per annum pro rata (£15,000 actual)
Hours	18.75 hours per week based on a 37.5 hour working week. Employee-led working schedule but hours will need to overlap with whole team at least one day per week.
Location	Home-based (UK within reasonable commuting distance of London and able to travel to regular team meetings and events in London, once the Covid-19 situation allows)
Benefits	30 days annual leave pro rata, flexible working schedule
Contract	Two year fixed-term contract, with possibility of extension subject to funding

Job description

- Lead on developing and implementing Birthrights' participation strategy with women and birthing people with lived experience of maternity services, developing policies and processes, and monitoring and evaluation procedures.
- Design effective mechanisms to ensure that Birthrights' legal inquiry into race and maternity care is truly co-led by BAME women and birthing people, hears a wide range of views and enables them to shape the inquiry's recommendations.
- Develop varied, creative and sensitive methods of engaging with a wide range of women and birthing people, which offer different levels of participation to reflect their wishes.

- Carry out qualitative research, including setting up, designing and conducting interviews, facilitating focus groups, and analysing qualitative data and supporting others to do so through peer research and other user-led models
- Develop creative methods of capturing and sharing women's and birthing people's views and voices with the public, on social media, and through policy and research.
- Support women and birthing people to speak out in the media, if appropriate to their needs and wishes.
- Design and manage GDPR-compliant systems and processes for capturing and storing data and information.
- Provide appropriate, empathetic support to the women and birthing people we engage with, ensuring Birthrights' safeguarding procedures are complied with at all times, particularly for women and birthing people experiencing marginalisation, discrimination and disadvantage.
- Play a core role in our small staff team, contributing to organisational priorities, providing expertise on participation, and supporting other projects.
- Carry out any other duties that may reasonably be required.

2. Person specification

Experience and skills

- Track record of engaging marginalised people from diverse backgrounds in research and campaigns activity, in particular women and birthing people from BAME communities (including those who do not have English as a first language or who are not confident English speakers)
- Experience conducting focus groups, interviews and workshops and ability to support others to do so as peer researchers
- Experience supporting experts by experience to have their voices heard, including through engaging with the media, speaking at public events or to decision makers
- Strong research and analytical skills, including analysing qualitative and quantitative data and information from a range of sources
- Excellent communication skills, both written and verbal
- Experience of working effectively as part of a small team

Knowledge

- Strong understanding of good practice in participation and co-production work, including in-person and virtually
- Good understanding of relevant compliance issues including safeguarding, data management, and good practice in diversity and inclusion practice and the need for cultural competency and humility in this work
- Good understanding of how to use social media as a tool to engage with diverse audiences and share stories to lead to change
- Good understanding of appropriate monitoring and evaluation of the impact of participation work
- Strong IT skills
- Understanding of the human rights framework in the UK
- Understanding of the issues and context faced by small charities
- Awareness of maternity care in the UK is desirable – but training will be provided

Personal qualities

- Passionate commitment to Birthrights' mission and values
- Efficient, reliable and collaborative working style
- Sensitivity, empathy and ability to work with people from a wide range of backgrounds in a respectful way that respects needs, culture, and wishes
- Self-motivating with ability to work effectively from home and as part of a virtual team
- Creative, with good ideas about how to engage people in challenging work programmes
- Strong team player with ability to get stuck in in a small organisation
- Commitment to anti-racism and to working on own biases and beliefs about race.

3. How to apply and our commitment to diversity, equity and inclusion

Deadline: 9am on Monday 26 October

How to apply:

Please send the following

- a cv (no more than 2 pages of A4) – this should list your work experience, including voluntary work if relevant, and your education and qualifications
- a covering letter or personal statement. For this we recommend you look at the person specification and set out your skills and experience in relation to the points listed there. We'd love to hear examples from both work and other areas of your life such as volunteering if they are relevant. Please also include some information about why you want this job (no more than 3 pages of A4).

Please send this information to reema@birthrights.org.uk by **9am on 26 October**.

If you have any questions about the role and application process, please contact reema@birthrights.org.uk. We are really happy to have informal conversations and answer any questions you might have about the role before you apply.

Interviews will take place w/c 5.11.20 with the days to be confirmed nearer the time. We will use Zoom or similar virtual meeting technology. Please let us know if you require additional support for the interview.

Birthrights is committed to increasing the diversity of our team. Currently people from BAME communities are under-represented in our staff team and we therefore particularly welcome candidates from these communities. We will be using positive action under the Equality Act 2010 to appoint a candidate from a BAME community if two candidates are equally qualified.

We would like to thank our funders John Ellerman, Joseph Rowntree Charitable Trust and The National Lottery Community Fund for their support for this role.