BYAFAAYO Oral Histories Project

Job title: Project Assistant – Part Time

Over 12 months in development, "Byafaayo" has finally been made possible with the generous support of **The National Lottery Heritage Fund.**

Using money raised by National Lottery players, The Heritage Fund supports projects that connect people and communities with the UK's heritage.

Thanks to National Lottery players, WODIN will be able to showcase "How Black immigrant Women Perceive Belonging in the UK" to future generations and society, whilst capturing the collective history of Merseyside's rich and meaningful heritage of racial culture.

This project has the potential to capture stories of the past, present and to engage future historians.

The Project Assistant will retain overall responsibility for the project administrative tasks. Supporting the Development Officer, Services manager and the Board. So they will play a crucial role in the project success, its visibility, its rigor, and its reach.

This is a monumental project!

We have within our living memory rich and colourful cultures, and we also find that as migrants we must integrate (*becoming immigrants*) and be part of active society. The question is Do we feel that we belong? What is our understanding of Belonging between a first generation and 2nd generation immigrant? All this rich information is in grave danger of being lost if not recorded.

There have been several projects designed to address racial migration and even racism in the public realm, some of which have had monumental impact others have done more harm than good. But we have not found any that focus on Belonging, on intergenerational Integration of black immigrants in British society

Here in Merseyside, we witnessed the race riots in summer 2024. This made many migrants feel like they do not belong. It raised the need for current and future generations to not be ignorant of the actions that individuals and organisations have done to fight and win the freedoms they now have.

Our heritage is in danger. It needs to be identified, captured, recorded, and preserved. It needs to be found if we are to learn from or build upon this legacy.

Payment: £12285/year at £13.50/hr, Prorated from £ 24570/year.

Full-time/Part-time: 3 days/week – 21hrs/wk., some Saturdays required. (Flexible working supported)

Reporting To: The Project Development Officer

Contract type: 12 months fixed term.

Job or Project Summary

What we are looking for

We are looking for passionate, dynamic people who are keen to develop their skills in the humanitarian non-profit sector. You would be part of a collaborative, growing team, making connections with organisations and governing bodies around the Northwest UK.

You will need to work with initiative, have the confidence to self-supervise and build momentum whilst maintaining a sensitivity to the various and diverse contexts your work will involve.

Role Summary

The role of the Project Assistant is to effectively assist the Project Development Officer to administer and deliver the WODIN Byafaayo project plan. You will support the WODIN leadership team by supporting the administration, and delivery of the Byafaayo project activities, and participating in research efforts for our future projects.

The general WODIN strategy involves communication with beneficiaries, networking with stakeholders, welfare checks, running virtual events and workshops, running the cultural ethnic foodbank, communication and liaising with our volunteers, assisting in the smooth delivery of our projects and managing digital products for our services for non-profits.

It also involves having a broader understanding of global digital trends and humanitarian/ development happenings which should be fed to the broader organisation.

Main Responsibilities:

Day to Day

- creating and scheduling project tasks, monitoring social media accounts, communicating with project team and participants, and responding to messages
- compiling and distributing project information for and from our website as well as our social media analytics
- analysing feedback, surveys and questionnaires
- contributing ideas to marketing campaigns
- organising presentations and events
- assisting with promotional activities
- liaising with customers/external agencies
- helping to organise market research.

- supporting the WODIN team with our programs' implementation, and donor compliance. You will work with the project development officer on WODIN's involvement in our project, overseeing digital systems like the CRM and ensuring reporting and compliance.
- Other duties as directed.

Strategy and Vision

- Contribute to team knowledge by keeping up to date with the latest WASH information and knowledge and feeding this to the team where appropriate.
- Contribute to strategic delivery of WODIN Byafaayo project and promote WODIN values throughout your role.
- Actively seek out and apply, with team support, conference and competition opportunities relevant to WODIN, humanitarianism or entrepreneurship for social impact.

Key skills and experience

- Bachelor's degree in marketing, business or related field.
- Administration or sales and marketing experience.
- Effective written and verbal communication skills.
- A high level of attention to detail.
- Ability to work effectively within a team and independently.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Good organization skills.
- Related job and/or internship experience.
- Digital marketing experience.

Desirable

- Understanding of the important of Safeguarding and the basic principles involved.
- Qualification / certificate / training on Safeguarding.
- Familiarity with grant management and donor compliance.
- Strong communication and inter-personal skills including the ability to influence and negotiate.
- Ability to communicate professionally in written and spoken English.
- Solution focused attitude and cultural sensitivity.
- Willingness to identify with and promote the values of Women and Digital Inclusion.-