

## London Bangladeshi Health Partnership (LBHP)

### JOB DESCRIPTION

(March 2024)

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JOB TITLE	: Co-ordinator - LBHP
SALARY	: £40,000 p/a (Pro rata 21 hours p/w for 26 weeks £12,000)
TYPE OF CONTRACT	: Fixed term, 6 months
HOURS:	: 21 hours per week / flexible
LOCATION	: London, work from home can be negotiated
RESPONSIBLE TO	CEO of anchor organisation: Bangla Housing Association, Co-Chairs, LBHP

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### What is London Bangladeshi Health Partnership?

The London Bangladeshi Health Partnership (LBHP) brings together an interdisciplinary group of key health partners with Bangladeshi community organisations and representatives.

### LBHP overarching purpose to:

- Support the development of a strategic work plan, to respond to the health priorities of Bangladeshi communities in London.
- Seek to mitigate health inequity and provide regional leadership to support embedding the issues learned from the Covid 19 pandemic.
- Co-produce with multi-agency approach, supporting links with the community and bring together good practice across London health system.
- Provide a convening role and a forum to discuss and address key health issues negatively impacting the Bangladeshi community and respond to live health issues and campaigns as they emerge.

### LBHP aims:

- LBHP to provide a strategic lead and develop a collective voice for addressing health inequalities in the Bangladeshi community in London.
- To ensure alignment with the regional anti-racist initiatives.
- To bring together ongoing work and good practice for health equity amongst Bangladeshi communities in London, at local level and regionally, as well as providing a convening forum for sharing resources, funding, information and research opportunities across the health system.
- To consult with communities to establish preferred communication strategies.

- To support immunisation and screening strategy and activity for all Bangladeshi communities in London (recognising the various communities are not homogenous).
- To support local areas on specific larger pieces of work pertaining to the mitigation of health inequity amongst Bangladeshi communities across London.
- To collect and share data to inform and evaluate the main priorities and health needs of Bangladeshi communities.
- To be a link for local and national partners working in this space.

## **1. PURPOSE OF THE JOB**

- To map the Bangladeshi population across London so we know what boroughs to work more closely with.
- To map what is already happening across London to reach Bangladeshi community with a focus on the three priority areas identified (Diabetes, Immunisations and other areas pertinent to the community).
- To organise in-person events and online meetings of varying sizes and keep a record of attendees and update LBHP membership. To take meeting notes and circulate agendas and other administrative functions of LBHP.
- To collate data/feedback/findings and analyse and write a report with recommendations in close liaison with the CEO of BHA and the Co-Chairs of LBHP to support LBHP work to sustain beyond March 2024.
- To engage with and supervise already established community volunteers of BHA to allocate tasks for LBHP events.
- To work in partnerships with colleagues from the NHS (local, regional and national), local authority and voluntary community and social enterprise sector (VCSEs) to fulfil the aims and priorities of LBHP.
- To create contents and maintain LBHP social media platforms and update website posts / contents.

## **2. KEY TASKS/DUTIES**

To work with the CEO of BHA and the Co-Chairs of LBHP in order to set up effective communications with stakeholders, develop administrative and information systems to support data / information / feedback collection and report writing.

To be responsible for mapping the Bangladeshi population across London so we know what boroughs to work more closely with to identify on the three priority areas identified (Diabetes, Immunisations and other areas pertinent to the community) what is happening across London for the Bangladeshi community. To do desk research and gain insights from ICB leads and Public Health leads and gather information and present to the Executive committee.

To map/network and liaise with any planned events etc. by partners that could be utilised to drive messaging.

To coordinate with Integrated Care Boards (ICB), Borough level and regional level Communications partners to develop a plan for co-production and to co-ordinate and hold a small stakeholder roundtable meeting end of February 2024 for networking and identifying interest and involvement from the boroughs with high concentration of Bangladeshi population.

To organise a major event/summit with health, local authority and VCSE partners working in largest Bangladeshi boroughs and a London-wide communities who help establish strategic challenges facing Bangladeshi Londoners and where the gaps are.

To develop a set of outcomes and measures for LBHP as a strategic health network in London in close liaison with the Executive Committee, for example, recruiting Bangladeshi doctors and other healthcare professionals, developing Bangladeshi workforce in the health and social care sector as well as VCSE sector. Also, identifying different sources of funding for long term sustainability of LBHP and to continue the legacy.

To maintain and develop a variety of computerised and paper-based record systems and to analyse, collect and map relevant data as required.

To help with the monitoring and evaluation of LBHP work and to collect and keep relevant statistics, including demographic data.

To contribute to the development and maintenance of appropriate IT systems e.g. website, email etc, to aid communication. To create social media in close liaison with the line manager and the LBHP Co-Chairs and website posts in close liaison with NHS England colleagues.

To manage administration required for the organisation of events e.g., booking venues, refreshments, identifying and contacting the speakers etc.

To contribute to publicity and communication in close liaison with the CEO of BHA and the LBHP Co-Chairs

To be responsible for all aspects of the management of volunteers directly involved in LBHP events and LBHP membership. To be responsible for briefing the volunteers before the LBHP events, arrange any capacity building workshops for them about LBHP and the events.

To be aware of and comply with all BHA policies and procedures e.g. on data protection.

To participate actively in supervisions, appraisals and team meetings and other LBHP activities. To take part in training, if required.

To always ensure confidentiality in all matters relating to any work or communication within the work done.

To carry out any other duties as required by your line managers from time to time in accordance with the grading of the post and the projects.

Signed ..... Employee

Signed ..... Line Manager

Date .....

## Co-ordinator - LBHP Person Specification

	Essential	Desirable
Knowledge and Experience	At least two years of information management, desk research, record keeping, data collection, analysis and report writing.	Knowledge and experience of the different types of data and data collection methods and analysis.
	Experience and knowledge of organising events of varying sizes and meetings (in-person and online)	Experience in organising summits, conferences at regional level, identifying venue, caterers, speakers, processing invoices with Finance Officer etc
	Knowledge of what the health issues are in the Bangladeshi community in London	Background knowledge in community health or public health
	Knowledge of volunteer engagement and retaining them.	Experience of volunteer engagement and management
Skills	Excellent organisational skills to be able to set up and maintain administrative, membership and volunteer records	Experience in setting up administrative systems Ability to organise record keeping systems and manage these
	Ability to communicate effectively (both verbal and written) with a wide range of people	Ability to prepare Powerpoint presentations other Microsoft Office packages efficiently
	Ability to service meetings, agenda development and circulation, taking meeting notes and ability to use own initiative as required; good judgement to distinguish when to use initiative	Ability to take meeting minutes
	Advanced IT skills especially in word processing, database and spreadsheets; social media platforms creation and content creation for website and social media	Proficient in MS Teams and Zoom use
	Able to co-ordinate LBHP priorities and mapping activities and liaising with key stakeholders to identify future funding sources	Bid writing or grant application writing skills
	Ability to prioritise well and work in a busy and challenging environment	Good time-management skills
	Ability to support LBHP in production of strategic reports	Past reports written available online
	Skills to organise and manage events and support meetings	

	Ability to work in partnership with a range of stakeholders from the statutory and VCSE sectors	
<b>Attitude</b>	Tidy, precise and conscientious approach to co-ordinating and partnership working	Good time-keeping and punctual
	Able to manage conflicting priorities effectively; able to pay rigorous attention to detail; able to anticipate problems and identify solutions	Proactive and flexible
	Empathetic, tactful; able to relate to people and organisations of all backgrounds and with different needs	