

Islington Chinese Association (ICA) is a leading London-based Chinese charity, established in 1986, promoting social cohesion within the Borough of Islington, across the UK and beyond. We provide inclusive services to all races and age groups, showcasing Chinese arts and culture, promoting racial awareness and harmony, developing a strong community and beyond. We are now seeking an individual to lead and deliver a project to welcome Hong Kong (BNO) arrivals and support their settlement. The post is subject to funding.

JOB TITLE: PROJECT OFFICER (Part-time) (Bilingual: Cantonese and English)

Location: Islington Chinese Association (London N19 4NG)
Salary: £15 to £16 per hour (£27,300 to £29,120 Full Time Equivalent)
Hours: 28 hours per week (excluding lunch break), working 4 days out of 7, including Saturdays and occasionally Sundays
Contract Length: 40 to 44 weeks, tentatively from July 2022 to March 2023
Report To: CEO

PURPOSE OF THE PROJECT

- Provide support for new arrivals from Hong Kong so they are welcomed and able to settle into their new communities.
- Build resources and specialism to address the specific needs of aged adults, children and young people and provide orientation, information and advice to facilitate their access to health, social services and education in London.
- Network with local agencies and other related community groups for sharing and mutual development opportunities.
- Promote social integration and help Hong Kong settlers to feel part of British society, able to mix with people of all backgrounds and make a positive contribution to the UK.

ROLE OF SOCIAL INTEGRATION PROJECT OFFICER

- Work closely with the project team to plan and deliver services and project outputs
- Develop and carry out activities and services including online and drop-in information/advice sessions, orientation meetings, interest classes, special events, heritage tours
- Recruit, train and coordinate volunteers to support the project activities and services.
- Keep systematic records of project participants, volunteers, service outputs and online resources and produce regular progress updates
- Develop and implement tools to measure and evaluate the project outcomes;
- Prepare bimonthly and final project reports and I/E reports
- Create and maintain a webpage and a facebook page for this project
- Proactively promote the Project and activities using social media, online and traditional communication channels among prospective users and local communities
- Build networks with other community organisations and initiate collaboration, information exchange and project experience sharing
- Undertake any other duties as directed by the CEO

ESSENTIAL EXPERIENCE AND KNOWLEDGE

- Fluent in written and spoken English and Chinese (Cantonese)
- Full understanding of the latest trends and settlement needs of new arrivals from Hong Kong
- Knowledge of local resources available to Hong Kong settlers
- Solid experience in providing direct services including counselling, group activities and volunteer programmes for elders, youth, families and children from Hong Kong
- Track record of delivering projects within scope and budget and with quality output
- Hands on experience in webpage management and surveys, and in using traditional, social and online media for promotion, marketing and publicity
- Good networks with community partners and organisations
- Excellent report writing and presentation skills

PERSON SPECIFICATION

- Excellent communication, interpersonal and team-building skills
- A team player with positive attitude, creative problem-solving and networking skills
- Highly organised to manage a busy workload daily
- Strong IT skills and good time management
- An understanding of how public sector bodies work
- Willingness to work occasional “unsociable hours”

All those interested please send your letter of application and CV to ceo@islingtonchinese.com

The application deadline is 20 June 2022. Shortlisted candidates will be invited to take a written test. Finalists will be invited to a panel interview on 28 or 29 June 2022. The successful candidate is expected to start work in July 2022.