

## Outreach Officer

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### Position Description

Title of position:	Education & Training Officer
Reports to:	Director of Programmes
Term of position:	Reviewed after 1 year
Type of role:	Voluntary

### Organisation Overview

Melanin Medics is a non-profit charitable organisation for the present and future African and Caribbean doctor. Our mission is to promote diversity in Medicine, widen aspirations and aid career progression through educational programmes, social empowerment and valuable resources. We are focused on implementing positive, practical solutions to support African and Caribbean aspiring medics, medical students and doctors in the UK who have been found to face a number of challenges on their career journeys.

Founded in 2017, Melanin Medics serves over 500 members collectively within our networks of aspiring medics, medical students and doctors. Melanin Medics is committed to being a representative voice for both the current and future African and Caribbean doctor in the UK.

We believe that the power of our organisation comes from the passionate people who believe in our mission and similarly desire to make a difference to those around them. Melanin Medics is a rewarding working environment that provides our team with a strong sense of achievement and recognition for the important work we do.

### Job Overview

The Outreach Officer works closely with the Director of Programmes in order to plan and implement outreach strategies to increase organisation visibility within the surrounding community. This includes the fundamental school and community outreach programmes.

### Responsibilities and Duties

- Maintain a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities.
- Prepare an annual budget for community outreach activities.
- Nurture new and old relationships with collaborative partners.
- Schedule regular outreach exhibitions in the community and educate volunteers on community responsibility.
- Advertising for and recruiting volunteers, providing them with training and support, tracking their performance, and keeping records of their activities.
- Verifying the volunteers' availability, receiving their feedback, recognizing their efforts, and answering their questions.

### Essential Selection Criteria

- Experience of organising and leading several outreach events
- Up to date DBS check
- Experience of working with children
- Outstanding written communication and presentation skills

To apply: please e-mail your completed Application form and CV to [admin@melaninmedics.org](mailto:admin@melaninmedics.org), along with the names and contact details of two references. **Deadline: 30<sup>th</sup> of June 2020**

- Excellent teamwork skills
- Strong experience preparing reports
- Friendly, enthusiastic and positive attitude
- Detail-orientated with the ability to manage multiple projects at a time

***Desirable Selection Criteria***

- Experience working in a not-for-profit organisation or charity role with exposure to the not-for-profit sector would be an advantage

***Organisational Relationships***

- Reports to the Director of Programmes
- Manages significant projects and/or functions, including responsibility within the organisation for outreach and volunteer recruitment
- Works closely with: Programmes Team, Operations Team and Finance Team