



**South  
Asian  
Health  
Action**

Making better  
health choices



[support@sahauk.org](mailto:support@sahauk.org)



# **JOB APPLICATION Pack**

**Development  
Officer**

## Vacancy: Development Officer



**CLOSING DATE**  
5<sup>TH</sup> January 2025

<b>Responsible to</b>	Programme Manager
<b>Responsible for</b>	N/A
<b>Key relationships</b>	TPWM staff, Black and racially minoritised voluntary and community organisations (BRMVCOs), voluntary and community sector infrastructure support organisations, funders and commissioners, public and private sector stakeholders, local communities.
<b>Job purpose</b>	To build relationships with, understand the needs of, capacity-build and support BRMVCOs in the Midlands (East & West) in furthering TPWM's aims and objectives and fulfilling TPW's vision.
<b>Location</b>	SAHAUK offices, Leicester with some remote working
<b>Salary</b>	£38,700 gross (pro rata)
<b>Hours of work</b>	37 hours per week
<b>Contract</b>	Fixed term six-month contract (with potential for extension subject to further funding)
<b>Annual leave</b>	28 days (pro rata) + 4 days bank holidays
<b>Pension</b>	5% employer pension contribution on eligible earnings

## Vacancy: Administration and Finance Officer



**CLOSING DATE**  
5<sup>TH</sup> January 2025

### ABOUT SAHA

South Asian Health Action UK (SAHAUK) is a charitable, health-focused community development organisation that empowers South Asian communities across the UK to live healthier and more connected lives and to ensure that no one faces their health challenges alone.

SAHAUK functions also as the Regional Lead Body (RLB) for the East Midlands chapter of The Phoenix Way (TPW) operating as The Phoenix Way Midlands (TPWM). TPW is a national movement that works with its regional partners and other stakeholders to ‘...address the structural barriers and inequalities communities of colour face and to help to develop a pioneering model that can be replicated to ensure that communities facing poverty, exclusion and discrimination have a say in decisions that impact their lives; put communities in the lead to ensure no community is left behind’<sup>[1]</sup>.

As the RLB for the Midlands TPWM aims to support, strengthen and build the capacity of the Black and racially minoritised voluntary and community sector (BRMVCS) and ensure that it gets a fair and proportionate access to funding, commissioning, investment and philanthropic opportunities in the region. As well as working directly with the BRMVCS, TPWM will engage in critical dialogue with mainstream institutions in the Midlands to work towards more anti-racist, racially just funding, commissioning, investment and philanthropic systems, structures and processes.



## ABOUT THE ROLE

### MAIN DUTIES AND RESPONSIBILITIES

**Outreach:** To build relationships, listen to and understand the needs, challenges and aspirations of BRMVCOs in the Midlands.

**Promotional work:** To promote the work of and understandings about TPWM and TPW amongst BRMVCOs and mainstream institutions in the Midlands.

**Funding:** To promote actively the funding opportunities available through TPW and other funders and support BRMVCOs with their funding applications through 1:1 meetings, workshops and/or signposting.

**Infrastructure support:** To provide preliminary information and advice to BRMVCOs about developing their organisations and services and then refer them to TPWM's Infrastructure Officer for more in-depth infrastructure expertise and support.

**Regional Advisory Group:** To establish and service a functioning Regional Advisory Group (RAG).

**General Assembly:** To establish and service a functioning General Assembly and ensure that it meets once a year.

**Mapping and intelligence gathering:** To develop a sound, practice-based understanding about the region's BRMVCOs and other key stakeholders and use the insights gained to add to TPWM's database of BRMVCOs and stakeholders in the region.

**Monitoring and evaluation:** To take personal and professional responsibility for documenting and maintaining accurate and up to date records of the development work that is carried out for the purposes of self-reflection, managerial supervision as well as monitoring and evaluating TPWM's outcomes and impact.

## ABOUT THE ROLE

**Engaging BRMVCS in TPWM/TPW's activities:** To contribute to the recruitment, training and support of personnel from the BRMVCS to participate in grant-making panels as well as their wider involvement in furthering the aims and objectives of TPWM and TPW and the needs and interests of the BRMVCS in the Midlands.

**Learning exchanges:** To work collaboratively with other team members (and TPW) to facilitate and stage learning exchanges, workshops and community events.

**Other duties:** To carry out other duties commensurate with this post and as required by TPWM.

## ABOUT THE ROLE

### PERSON SPECIFICATION

	Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A degree or equivalent knowledge, skills and experience.</li> </ul>	*	
<b>Experience</b>	1. At least two years' experience of working directly with BRMVCOs and communities.	*	
	2. At least two years' experience of anti-racist community development work.	*	
	3. Working in a BRMVCS project or developing and supporting projects.	*	
	4. Networking, outreach and community development work.		*
<b>Skills and competencies</b>	1. Be self-motivated, able to work under pressure and be adaptable to flexible working.	*	
	2. Ability to work on own initiative with limited supervision, as well as part of a team.	*	
	3. Planning and implementing projects and meeting deadlines and targets.	*	
	4. Excellent English literacy and numeracy skills.	*	
	5. Excellent interpersonal skills and ability to communicate with different stakeholders on 1:1 basis as well as in workshops and at presentation events.	*	
	6. Competent report writing skills.	*	
	7. Competent use of IT, including Microsoft Office.	*	
<b>Other requirements</b>	1. Must have valid permits to work in the UK.	*	
	2. A commitment to and working understanding of anti-racist, equality, diversity and inclusion practices.	*	
	3. Ability to drive/access public transport to travel across the region.	*	
	4. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	*	
	5. Occasional evening and weekend work may be required.	*	



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# Application Form

Position applied for:

TITLE

FIRST NAME

MIDDLE NAME

SURNAME

ADDRESS

POSTCODE

EMAIL:

CONTACT NO:

**ARE YOU ELIGIBLE TO WORK IN THE UK?**

(Yes/No)

YES ☐ NO ☐

**DO YOU REQUIRE A WORK VISA?**

(Yes/No)

YES ☐ NO ☐

**DO YOU HOLD A FULL UK DRIVING LICENCE?**

(Yes/No)

YES ☐ NO ☐

## EDUCATION AND QUALIFICATIONS

INSTITUTION:

QUALIFICATION

DATES ATTENDED

FROM

TO

INSTITUTION:

QUALIFICATION

DATES ATTENDED

FROM

TO

INSTITUTION:

QUALIFICATION

DATES ATTENDED

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INSTITUTION:

QUALIFICATION

DATES ATTENDED

FROM

TO



## EMPLOYMENT HISTORY

### PRESENT EMPLOYMENT

EMPLOYER'S NAME & TITLE

JOB TITLE

ADDRESS

POSTCODE

DATES OF EMPLOYMENT

REASON FOR WANTING TO LEAVE

### PREVIOUS EMPLOYMENT 1

EMPLOYER'S NAME & TITLE

JOB TITLE

ADDRESS

POSTCODE

DATES OF EMPLOYMENT

REASON FOR WANTING TO LEAVE

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## EMPLOYMENT HISTORY

PREVIOUS EMPLOYMENT 2

EMPLOYER'S NAME & TITLE

JOB TITLE

ADDRESS

POSTCODE

DATES OF EMPLOYMENT

REASON FOR WANTING TO LEAVE

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## SUPPORTING STATEMENT

PLEASE TELL US WHY YOU HAVE APPLIED FOR THIS JOB.

DESCRIBE YOUR EXPERIENCE AND SKILLS THAT ARE RELEVANT TO THIS POST.

YOU MAY INCLUDE A PERSONAL STATEMENT TO HIGHLIGHT YOUR RELEVANT EXPERIENCE, ALIGN YOUR SKILLS WITH THE ROLE, AND DEMONSTRATE YOUR ABILITIES.

## **INTERVIEW ARRANGEMENTS AND AVAILABILITY**

**IF YOU HAVE A DISABILITY, PLEASE TELL US IF THERE ARE ANY REASONABLE ADJUSTMENTS WE CAN MAKE TO HELP YOU IN YOUR APPLICATION OR WITH OUR RECRUITMENT PROCESS.**

**ARE THERE ANY DATES WHEN YOU WILL NOT BE AVAILABLE FOR INTERVIEW?**

**WHAT PERIOD OF NOTICE DO YOU HAVE TO GIVE AND WHEN WOULD YOU BE ABLE TO START?**

## REFERENCES

Please give the names and contact details of two people with whom you have worked and who are able to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### REFEREE 1

### REFEREE 2

Thank you for applying, if you have any questions or suggestions, please send application to before 5<sup>th</sup> January 2026 [support@sahauk.org](mailto:support@sahauk.org) / 07940 516 666