**BME Development Assistant**

**JOB DESCRIPTION**

**Salary range:** £19,573 to £21,538 (a 3% pension contribution will be paid)

1. **JOB TITLE**  BME Development Assistant

 2. **MAIN PURPOSE AND SCOPE OF THE JOB**

To provide administrative and other support for the work carried out within GAVS to provide excellent capacity building support to the voluntary and community sector working with BME communities in the Royal Borough of Greenwich and to support the work of GAVS’ BME Forum. The post is funded by City Bridge Trust

3. **POSITION IN ORGANISATION**

**Reports To**: Development Officer responsible for BME organisations (DO BME)

4. **DUTIES AND KEY RESPONSIBILITIES**

* Support the drafting of the annual BME Forum work plans and monitoring reports as directed by the DO BME
* Draft reports on BME issues as directed by the DO BME
* Develop and maintain databases as required
* Ensure GAVS’ website and other social media (e.g. Facebook and Twitter) are kept updated with GAVS BME Forum and other related information.
* Collate information for and draft the BME Forum e-Bulletin.
* Assist in gathering, collating and analysing information and feedback from the Voluntary and Community Sector on BME-related issues via surveys and other methods.
* Assist in gathering, collating and analysing information and feedback from the Voluntary and Community Sector related to GAVS capacity building and the BME Forum work. Draft and monitor small budgets that are the responsibility of the DO BME
* Deal with BME related enquiries using a variety of media
* Set up, attend meetings, take minutes and support follow up of BME related meetings organised by GAVS with statutory agencies, the Voluntary and Community Sector and others, including the BME Forum Steering Committee meetings.
* Provide administrative support for BME Forum events, workshops and meetings.
* Support the provision of monitoring reports to funders of GAVS’ BME work and to the BME Forum Steering Committee Support GAVS’ DOs and Chief Executive when they are developing funding proposals around support and representation for BME Voluntary and Community Sector.
* Support the GAVS’ Voice and Information Officer on BME communications work
* Keep up to date with developments affecting your work
* Maintain and improve personal competence
* Undertake other projects and work as directed by the DO BME

The above is not an exhaustive list of duties and you will be expected to perform different tasks within the main purpose of the job.