

# THE BIRTH PARTNER PROJECT

## Creative Digital Inclusion Officer

### Job Description and Person Specification

<b>Details of the Role</b>	<p>Self-employed 23,125 pro rata</p> <p>13 Hours per week (based on working 47 weeks of the year).</p> <p>Online/Cardiff Based</p> <p>Funded until July 2022</p>
<b>Responsible to</b>	<p>The BPP Volunteer Coordinator</p>
<b>Overview of project</b>	<ul style="list-style-type: none"> <li>• Digital inclusion and connection is clearly a priority in this new phase of 'normal life' and this is especially important for pregnant women and new mothers as classes and support systems have moved online or been put on hold.</li> <li>• We want to ensure that of all women we support have access to smart phones and data packages to reduce isolation and also increase autonomy by having access to information and online translation services. This will also enable our volunteers to maintain frequent support and contact with women. In addition it will mean that women have increased access to essential maternity services, including contact with midwives and online maternity resources</li> </ul>
<b>Summary of Role</b>	<ul style="list-style-type: none"> <li>• To provide a range of online classes for women supported by the Birth Partner Project</li> <li>• To ensure that materials and resources are available in multiple languages.</li> <li>• To ensure that monitoring and evaluation of this project is reported to funders</li> </ul>

<b>Description of Tasks</b>	<ul style="list-style-type: none"><li>• To develop new services online for the women we support. This could include wellbeing classes such as mindfulness, pregnancy yoga, antenatal classes and breastfeeding support as well as a digital space for people to connect.</li><li>• To provide translated materials related to pregnancy and wellbeing across digital platforms.</li><li>• To support volunteers to provide support to women via digital technologies</li><li>• To help with the development of bespoke online training for new and current volunteers.</li><li>• To assist the communications officer to strengthen our online content on social media platforms in order to increase awareness of the issues faced by women seeking sanctuary and to advocate for change.</li><li>• To conduct some qualitative research into the experiences of the women we support during lockdown. This will include: what made a positive difference to their experience of pregnancy, birth and the postpartum period during lockdown. Also, what measures could help if strict lockdown occurs again.</li><li>• To approach the health board and university to investigate opportunities for collaboration, so that findings from our research have wider impact on education and advocacy.</li></ul>
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<b>Person Specification</b>	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"><li>• Experience of working with pregnant women/new mothers and/or other vulnerable groups.</li><li>• A commitment to improving the experiences of people seeking sanctuary</li><li>• Digital literacy – the ability to host zoom meetings/ conferences, a working knowledge of digital platforms</li><li>• Excellent communication skills and the ability to co-ordinate and facilitate sessions in an accessible way.</li><li>• Experience of project management (this could be gained through the volunteer experience)</li><li>• Cardiff based – this role requires a geographical knowledge of services in Cardiff city and surrounding areas</li></ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"><li>• Experience of delivering creative or wellbeing workshop sessions</li><li>• Experience of developing training packages online</li><li>• Experience of working with translators and interpreters</li><li>• Experience of writing end of year reports to funding bodies</li><li>• Experience of undertaking qualitative research</li><li>• Experience of developing working relationships with the health sector</li><li>• Experience of working with volunteers</li></ul>
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## **Key Priorities and Tasks:**

### **1. Smart phone and data packages**

- a) To support the volunteer coordinator to source and distribute smart phones/tablets/ data packages to all the women engaged in our support. To support women to use tablets to enable better access to online classes
- b) To support volunteers to use digital technology for supporting women
- c) To provide basic admin and data entry to aid project monitoring

### **2. Organise online classes**

- a) To initially seek women's views about the types of classes they would like to participate in
- b) To organise coffee and chat sessions
- c) To develop a resource of types of activities and local practitioners/facilitators and costings
- d) To compile a handbook of activities online/live that women can access across Cardiff
- e) To provide monitoring and evaluation of these classes, including women's responses to them

### **3. Translation services**

- a) To provide a list of local translators and interpreters and costings
- b) To ensure that classes have adequate interpreters as and when appropriate

### **4. Evaluation and Monitoring**

- a) To evaluate the uptake and experience of women of classes online
- b) To report findings to funding body

### **5. Communications**

- a) To provide material for the communications officer to use in general communications
- b) To provide anonymised data to the communications officer