



Job Description

Post Title: Life Matters® Officer

Accountable to: Hub Manager

Location:

Contract: Full-time

Hours: 35 hrs per week

Main Purposes of the Job:

To ensure the delivery of the Life Matters® service within in the Hub area by effective co-ordination and delivery of Education and Media work.

Key Achievement Areas:

1. To arrange and deliver talks in local schools, colleges and universities and to take the lead in organising and delivering talks to churches, faith groups, community groups and life staff and volunteers.
2. To network on a regular basis with schools, colleges and other establishments in the Hub area to promote and expand the knowledge and understanding of life's Education and other services and maintain an up to date database of schools and other venues contacted and/or visited.
3. To cultivate relationships with local PR and media contacts to promote life and the pro-life message in the Hub area and work with other Life Education Officers to ensure a national response to pro-life stories.
4. To be responsible for the coordinating, training and line management of all volunteers involved in the Education and Media work in the Hub. To maintain a good working relationship with local life groups and services in the area and attend group meetings as appropriate.
5. To maintain open dialogue with the Director of Education and Media and other life Education and Media Officers and attend national Education team meetings as required.
6. Attend appropriate CPD and other training arranged by the Director of Education and Media and/or Hub manager.

7. To be involved in Research and Development work together with other life Education Officers and keep up-to date with pro-life issues and attend pro-life forums.
8. To ensure compliance with the Charity's policies and procedures and that all work is undertaken in accordance with relevant codes of practice and legislation.
9. To maintain and produce up to date and accurate written and electronic records, statistics and reports as required.
10. To promote the Charity internally and externally so as to ensure a highly motivated workforce and positive external image.
11. Undertake any other duties that are essential to the role.
12. Abide by and take responsibility for the implementation of Life's Equality Policy in all aspects of service delivery and working practice. Contribute positively to identifying and developing service improvements which respond to equality and diversity issues.
13. Work in accordance with the Data Protection Act 1988 and Life's Data Protection Policy.

Safeguarding Children & Vulnerable Adults

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults

Personal responsibilities:

The post holder must assume responsibility for their own professional and personal development (supported by Life where appropriate) to ensure their continuing competence to deliver Life's requirements.

Corporate Behaviours:

All staff will be expected to:

- Work within the Charity's aims and objectives, upholding its vision and mission
- Demonstrate respect for others and value diversity
- Act responsibly in regards to the health and safety of themselves and others
- Focus on the service user and customer, both internally and externally at all times
- Make an active contribution to developing the service
- Learn from, and share experience and knowledge

- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as an ambassador for the Charity and maintain the highest professional standards at all times
- Use discretion and sensitivity and be aware of issues requiring total customer confidentiality
- Demonstrate a flexible approach to their work.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post holder will perform. The job description will be reviewed regularly and may be changed in light of experience and/or organisational requirements, and in consultation with the post holder.

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Personal skill characteristics	Essential (Tick)	Desirable (Tick)
Experience/Knowledge/Qualifications		
Educated to degree level or equivalent relevant professional qualification	✓	
Proven experience of working within a charity in a similar role		✓
Knowledge and practical experience of using appropriate IT and commitment to ensuring highly professional standards are maintained.	✓	
Communication		
Communicates effectively and openly at all levels.	✓	
Good verbal and written communication skills.	✓	
Personal Qualities		
Committed to the vision, mission and values of the charity.	✓	
Commitment to quality, customer service, best practice and best value in all aspects of the Charity's operation.	✓	
Ability to work with people at all levels.	✓	
Positive outlook with outgoing and approachable personality.	✓	
Ability to work on own initiative.	✓	
Handles pressures of meeting targets and deadlines and supports others where possible.	✓	
Ability to prioritise and plan work.	✓	