THE ASSOCIATION OF JAMAICANS UK

Non-Executive Director – Social, Cultural and Economic Welfare

1. Purpose of the Role

The Director will support the Association of Jamaicans UK in promoting the social, cultural and economic welfare of its members. Working with the Central Executive Committee and the Association's branches, the Director will help identify members' needs, encourage participation and develop activities that support the Association's objectives.

2. Key Responsibilities

A Social Welfare

- Identify and promote initiatives that support the well-being and social interests of members.
- Encourage member participation, inclusion and mutual support.
- Signpost members to relevant community services and support where appropriate. Cultural Welfare
- Promote Jamaican culture, heritage and traditions through appropriate events and activities.
- Encourage cultural participation and strengthen relationships between members and branches.
- Recruit volunteers from the Association's membership and else ware to support the delivery of welfare initiatives

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C Economic Welfare

- Identify opportunities to promote members' economic well-being, including employment information, skills development, training and business support.
- Establish links with relevant organisations where practical and beneficial to members.
- Recruit volunteers from the Association's membership and else ware to support the delivery of economic welfare initiatives

D Coordination and Communication

- Maintain effective communication with the Central Executive Committee, the branches and members.
- Encourage cooperation between branches and support the development of joint activities.
- Bring members' concerns, needs and suggestions to the attention of the Central Executive Committee.

E Reporting and Accountability

- Report to the Central Executive Committee on activities, member needs and proposed initiatives.
- Work within the Association's constitution, agreed policies and delegated authority.
- Undertake agreed activities within the resources available to the Association.

3. Person Specification

- The Director should demonstrate:
- A commitment to the social, cultural and economic welfare of Jamaican community members.
- Good communication and interpersonal skills.
- The ability to work collaboratively with committee members, branch representatives and volunteers.
- Initiative, sound judgement, integrity and a willingness to contribute to the development of a small voluntary organisation.

4. Accountability

- The Director will report to the Central Executive Committee and work in accordance with its agreed priorities and decisions.

5. Review

- This job description may be reviewed by the Central Executive Committee as the Association develops and its needs change.