

Outreach Officer

Job title	Outreach Officer Brazilian Cultural Centre
Job Purpose	To identify and connect with stakeholders in order to build relationships and promote Brazilian Cultural Centre activities. The work includes virtual, over the phone or in-person meetings with organisations, groups and individuals across the Midlands as well as regular communication and meetings with the Brazilian Cultural Centre directors.
Main duties and responsibilities	<p>These are, but not limited to:</p> <p>Outreach:</p> <ul style="list-style-type: none"> • Take the lead in developing and delivering Brazilian Cultural Centre Outreach programme and strategy working with the Project Manager. • Research and identify individuals, artist, organisations, community groups and other suitable people and places within the Midlands. • Build relationships with the above people, organisations and groups to promote Brazilian Cultural Centre activities. • Represent the Centre at community events, meetings, and other public engagements to raise awareness and build relationships. • Gather and analyse feedback from community members and partners to improve outreach efforts and program offerings. <p>Supporting the Project Manager:</p> <p>To be in regular communication with the Project manager, via messaging, phone calls, regular supervisory meetings and attendance at some events to provide support on the planning, implementation and delivery of the project.</p>

Key tasks	<ul style="list-style-type: none"> • Assist in the planning and execution of outreach programs, workshops, and events that align with the Centre's mission. • Build and maintain a network of contacts within the community to facilitate collaboration and support for the Centre's initiatives. Nurturing new and old relationships with collaborative partners. • Develop and implement strategies to engage with local communities, schools, and organizations to promote the Centre's programs and events. • Track and report on outreach activities, including participation rates, feedback, and impact assessments. • Train and manage volunteers to support outreach activities and events. • Identify and pursue funding opportunities, grants, and sponsorships to support outreach programs. • Promote Brazilian culture through educational presentations, cultural demonstrations, and interactive activities.
Skills, Abilities, and Knowledge (Essential)	<p>Essential skills:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Proven experience in community outreach, public relations, or a similar role. • Excellent interpersonal skills with the ability to work and communicate with a variety of different audiences and stakeholders. • A strong understanding of the Brazilian Culture and knowledge of the culture of the other Portuguese speaking countries. • Experience working in Arts in the charitable sector. • Ability to work independently and collaboratively in a team, to meet the project objectives.

	<ul style="list-style-type: none"> • Strong ability to build relations with people and organisations. • Enthusiasm to meet challenging goals in a dynamic environment. • Excellent organisational skills, able to prioritise and meet deadlines. • Detail-orientated with the ability to manage multiple projects at a time. • Competence in operating Microsoft Office, including Excel.
Skills, Abilities, and Knowledge (Desirable)	<ul style="list-style-type: none"> • Preparing accurate records and reports on the goals of the fundraising plan.
Reporting to:	Project Manager and Brazilian Cultural Centre's Board of Directors

Notes for Applicants:

Successful applicants will:

- Need to have a full DBS check prior to starting the role. If required, the cost of getting a DBS check will be covered by the Brazilian Cultural Centre.