



TERMS OF REFERENCE

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| Job Title: | Project Officer/Social Worker |
| Project: | USAID Supporting Victims of Violence Activity |
| Duration: | 1 Year (renewable) |
| Estimated Start Date: | October 7, 2024 |
| Reporting to: | Project Manager |

Organization Summary

RISE Life Management Services, a Jamaican Civil Society Organization (CSO), was established in 1989 as Addiction Alert, offering the island’s first outpatient treatment centre for addictive disorders. Due to the evolving needs of the nation’s at-risk populations, the organization expanded its programs and changed its name to RISE Life Management Services in 2005. RISE stands for “Reaching Individuals through Skills and Education”. The various projects and programmes implemented by RISE also align with key goals of Jamaica’s national development plan, Vision 2030, and with several of the international Sustainable Development Goals.

Mission: To empower young people and vulnerable populations in Jamaica to make healthy lifestyle choices and realise their full potential through projects delivered in a supportive and rehabilitative environment; and to support Jamaica’s national development by building the capacity of civil society organizations.

Project Background

With funding from USAID, Winrock International is implementing the USAID Supporting Victims of Violence (SVOV) Activity alongside backbone partners RISE Life Management Services and Eve for Life. This four-year initiative aims to increase awareness of and improve access to trauma-informed services for survivors, witnesses, and perpetrators of violence, enhancing resilience among youth, families, and communities vulnerable to crime and violence.

The SVOV activity focuses on two primary objectives:

- Expanding survivors' and witnesses' access to integrated direct services; and
- Strengthening government and civil society institutional capacity to support survivors, witnesses, and perpetrators through coordinated and effective interventions to address and prevent interpersonal and collective violence.

The USAID SVOV activity utilizes community-led and survivor-informed approaches tailored to the intersectional challenges faced by people affected by violence, emphasizing sustainable solutions and combining structured capacity building with direct service provision offered by local entities. The focus is primarily on individuals aged 10-29 years. The SVOV activity will target ten communities across Jamaica - Grange Hill and Little London in Westmoreland; Flankers, St. James, Palmer’s Cross and York Town in Clarendon; Braeton, St. Catherine; and Kencot, Lawrence Tavern, Tower Hill and Rennock Lodge in Kingston and St. Andrew. RISE Life Management Services will be leading implementation in five of these communities: Grange Hill, Kencot, Palmer’s Cross, Rennock Lodge, and Tower Hill.

Objective

The Project Officer/Social Worker is responsible for assisting the Project Manager in carrying out the day-to-day operations of the project and coordinating specific activities as laid out in the funding contract. This role involves fostering community participation and collaboration, working closely with diverse stakeholders, and ensuring effective project implementation.



Scope of Work

Project Coordination and Support:

- Execute project-related activities as outlined in the project plan.
- Provide logistical and administrative support to the project team and partners, including coordinating logistics and site visits.
- Participate in the development of relevant project documentation.
- Establish and maintain good working relations with relevant stakeholders.
- Actively attend, assist, and participate in project-related meetings with stakeholders, providing input and feedback.
- Maintain comprehensive records and reports of monthly activities, tracking progress and identifying areas for improvement.
- Attend meetings, training sessions, and workshops, as assigned, to build collaboration with stakeholders and increase project knowledge.
- Support procurement processes and manage interactions with vendors and suppliers as required.
- Work closely with the finance department to ensure timely acquisition of necessary resources and preparation of financial documentation.
- Assist in the preparation of interim and final narrative and financial reports.
- Undertake any other project administration tasks as assigned.

Community Engagement:

- Conduct community site visits as necessary or assigned.
- Work closely with stakeholders, including community leaders, social services providers, and government agencies, to implement strategies for engaging and mobilizing communities.
- Develop and maintain good working relationships with community members, local organizations, and stakeholders.
- Identify and report community needs and concerns.
- Coordinate and implement community engagement activities and events, ensuring alignment with project objectives.
- Seek feedback from the communities to improve implementation strategies and enhance engagement.
- Use various channels to communicate with the communities, ensuring information is accessible and timely.
- Take high-quality video and photographic evidence of community meetings and events.

Partnership Development:

- Identify and collaborate with community partners to support implementation efforts.
- Coordinate joint initiatives and partnerships to strengthen community engagement and project outcomes.
- Build and maintain relationships with local businesses, schools, and community groups to support project activities.

Event Coordination:

- Coordinate logistics such as venue booking, catering, and promotion for activities.
- Ensure events are inclusive, accessible, and meet community needs, reflecting project objectives.

Data Collection, Administration and Reporting:

- Work closely with the Monitoring, Evaluation and Learning Officer to ensure accurate data collection on community engagement activities and outcomes.
- Maintain accurate records of project activities and outcomes, ensuring data integrity, confidential handling of participant information, and accessibility.



QUALIFICATIONS AND EXPERIENCE

Educational Background:

- Bachelor's degree in Social Work, Bachelor's degree in Business administration with a major in Project Management, Education, Social Sciences, Public Administration or a related field.

Experience:

- At least 3 years' experience in project coordination, community development, or a similar role.
- Strong organizational and communication skills, with the ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and project management software.
- Experience working with diverse communities and stakeholders.
- Experience in working with diverse and vulnerable populations.
- Ability and willingness to travel and work in various settings, including rural and urban communities.
- Experience in working with governmental, non-governmental and international development organizations/entities is advantageous.

Skills and Attributes

- Excellent report writing and analytical skills
- Excellent interpersonal and communication skills, both written and oral.
- Basic counselling or facilitation skills is an asset.
- Conflict resolution and problem-solving skills
- Good time management skills
- Ability to work unsupervised
- Excellent attention to detail
- Able to assess needs, analyze data, and provide actionable recommendations.
- Committed to high ethical standards, confidentiality, and data protection.

Additional requirements for the post:

- Must have an understanding of how diverse cultural practices and beliefs may impact on project implementation.
- Awareness of nuances associated with gender equity and social inclusion in urban and rural Jamaica.
- A flexible approach to work with a willingness to assist with the provision of services when there are staff and technical capacity shortfalls.
- Ability to exercise good judgement, integrity and discretion when handling confidential information.
- Flexible working hours as you may be required to work outside of normal working hours (e.g. evenings or Saturdays).
- Must be familiar with key elements of the Data Protection Act.

HOW TO APPLY

Interested applicants must submit their Resumé and Expression of Interest to the following email address: info@risejamaica.org, bearing the subject: **Application for Project Officer/Social Worker Position: [Your Name]** by the deadline: **September 25, 2024**.