



Job Description

Terms of employment:

Title: UK Project Manager

Responsible to: Chair of the Board of Trustees

Responsible for: Staff and volunteers

Base: Entraide, Three Trees Community Centre, Chelmsley Wood, Birmingham

Salary: £23,200.00- £24,000.00 + up to 5% pension contributions

Type of Contract: Fixed term – funded for 3 years (potential to extend)

Probation period: 3 months

Hours of work: 37 hours (Monday to Friday- and some weekends and evenings) with provision for time to be taken off in lieu where hours are worked in the evening or at weekends.

Holiday entitlement: 24 days including the days between Christmas and New Year (pro rata), plus statutory bank holidays.

The successful applicant will require a satisfactory Enhanced DBS check.

Background:

Entraide is an established charity based in the North of Solihull. Our aims are to support asylum seekers, refugees and other migrants living in the West Midlands in order to facilitate their integration into society. We are currently the only specialist refugee organisation in Solihull providing support to around 450 clients a year from 30 different nationalities. We also work to alleviate poverty and promote sustainable development in Africa.

Entraide is looking to recruit a Project Manager to provide operational management of the UK Programme as well as direct support to asylum seekers, refugees and other migrants in Solihull and the surrounding area. The activities of the project include:

Drop- in sessions and outreach work during which asylum seekers and refugees can access tailored support depending on their individual situation.

Leisure activities: These are organised on a monthly basis, usually over the weekends and provide an opportunity for refugees and asylum seekers to meet with others in their situation as well as the wider community.

A Homework Club: which runs every Monday, providing asylum seeking and refugee children where English is a second language with additional support in Math's, English as well as leisure activities to improve school attainment.

Job Purpose:

The Project Manager will be responsible for coordinating all of Entraide's UK projects and managing
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all staff. S/he will also have overall responsibility in running our advocacy support and outreach service for refugees and asylum seekers, providing one-to-one support, combating their destitution and enabling their access mainstream services and legal provisions.

Main Duties:

1. To provide direct operational management of the UK Programme, including all aspects of budgetary, performance and human resource management
2. To co-ordinate our advocacy, outreach and advice services. This will include:
 - a. Running our drop in service together with the Project Worker, providing one to one advice and practical support to individuals and families, assisting with phone calls, the completion of forms and taking practical resources, etc.;
 - b. Undertaking outreach visits to asylum seekers, refugees and vulnerable migrants in conjunction with the Project Worker – undertaking initial assessments and providing advice, support and signposting as necessary;
 - c. Ensuring the effective implementation and development of the Assessment and Progress recording system for all work with families and individuals in accordance with client and agency confidentiality;
 - d. Ensuring all computer records and details on visits and contact are transferred to the database and consent always obtained.
3. To oversee our befriending and leisure activities service for vulnerable and isolated service users.
4. To oversee our Homework Club and Supplementary education project.
5. To manage the process of registering with the Office of the Immigration Services Commissioner (OISC) then manage our immigration advice service when the registration has been completed
6. Supervise and assist in the professional development of UK Programme staff (including 1 to 1/moral support/appraisals, etc...)
7. Working alongside the Volunteer Co-ordinator and the Project Worker to recruit, train and support a team of volunteers to deliver outreach, advice and befriending services in-line with Entraide's policies and procedures.
8. To ensure effective and accurate recording, monitoring and evaluation of the service, including key statistics and outcomes.
9. Lead on partnership, networking and stakeholder engagement. This includes liaising and networking with local community groups, multi-faith groups and statutory and voluntary agencies as necessary and help research other provision.
10. To formulate and review policies and procedures for the service
11. To provide quarterly reports to the Board of Trustees and contribute to the Annual Review and Business Plan; detailing what services have been provided, how many are using them and other information.
12. Research and develop new projects, write funding bids and raise funds to make projects sustainable

General:

13. To ensure all Health and Safety regulations and other legislation is adhered to in relation to work.
14. To implement the principles and practice of equal opportunities.
15. To undertake additional duties as may be identified with the chair of the board of trustees.
16. To be available for weekend work and evening meetings as required.
17. Carry out any other reasonable tasks commensurate with the role.



PERSON SPECIFICATION

Job Title: UK Project Manager
Location: Entraide Office, Three Trees Community Centre, Chelmsley Wood

Factor	Essential	Method of Assessment
Education /Qualifications	Educated to at least a Bachelor's degree level OISC Level 1 and/or 2 qualification would be a plus	A, D
Experience	At least 3 years experience of working with refugees, asylum seekers and migrants in an advisory/ casework role Experience of managing or working in advice, information and case work services. Experience of delivering advocacy and outreach services. Experience of managing volunteers. Experience of line managing and supervising staff. Experience of liaising with a range of agencies and stakeholders. Experience of monitoring and evaluating services.	A, I A, I A, I A, I A, I A, I A, I
Knowledge and Understanding	Understanding of the issues and needs of refugees, asylum seekers and migrants. Understanding of social exclusion and understanding of anti-oppressive practice. Good knowledge of current legislation and policies connected with refugees, asylum seekers and migrants.	A, I A, I A, I

