

ENTRAIDE (MUTUAL AID)

Chelmsley Wood Baptist Church Centre
Hedingham Grove, Chelmsley Wood
Birmingham, West Midlands
United Kingdom B37 7TP

Telephone/ Fax: +44 (0) 121 788 1087
Mobile: +44 (0) 793 193 2607
Website: www.entraideuk.org.uk
E-mail: info@entraideuk.org.uk



JOB DESCRIPTION: UASC PROJECT COORDINATOR

Context of the Job:

Entraide is a small charity based in North Solihull. Our aim is to promote the wellbeing of refugees and asylum seekers in Solihull and the surrounding area and to facilitate their integration into society. Entraide's provisions include casework support, befriending and social activities, homework club and other short term projects.

Entraide has secured funding from the Controlling Migration Fund via the West Midlands Strategic Migration Partnership to deliver a project to support Unaccompanied Asylum Seeking Children (UASC) who are looked after or have left the care of Solihull and Warwickshire's Children's Services. We are therefore looking for a committed and motivated individual to join our team to coordinate this project.

Purpose of Job:

The UASC Project Coordinator will work in partnership with the Child Asylum & Leaving Care Teams in Solihull and Warwickshire to support Unaccompanied Asylum Seeking Children (UASC's) and refugee young people with some of the needs associated with their immigration status, experience of exile, and/or cultural identity. S/he will facilitate UASC's engagement via a fortnightly youth group in each local authority and regular leisure activities/ trips to decrease social isolation and loneliness, and improve connection and friendships among these young people. S/he will ensure UASCs are empowered to understand the asylum system, their place within it and their legal and support options.

The Project Coordinator will also work with Entraide's Volunteer Coordinator to recruit, train and support volunteers to assist in the delivery of the project's outcomes. S/ he will also work alongside Entraide's UK Project Manager and Project Worker to deal with complex cases.

Terms of employment:

- **Salary:** £23,369.00 per annum
- **Benefits:** Pension contribution up to 5% of total salary + refund of work related travel expenses at the rate of £0.45 per mile
- **Type of Contract:** Fixed term – funded for one year (with possibility of extension subject to funding)
- **Working week of 37 hours** (Monday to Friday- and some evenings) with provision for

time to be taken off in lieu where hours are worked in the evening.

- **Holiday entitlement:** 24 days including the days between Christmas and New Year, plus statutory bank holidays.
- The successful applicant will require a satisfactory Enhanced DBS check.

Main Duties and Key Responsibilities:

1. You will establish a fortnightly youth group in each of the two local authorities offering leisure activities in a safe space where young people can enjoy themselves and equip themselves with knowledge about their rights.
2. You will encourage young people to take part into local events, sports and activities where they can mix with the local community and to take up any opportunity to do meaningful activities, such as volunteering.
3. You will be responsible for the safeguarding and Health and Safety of young people during all the activities of the project.
4. You will organise sessions with various professionals such as the Police, Fire Services, Health professionals, established refugees and community leaders to explain the system and regulations in the UK so that young people understand the reasons behind how certain things are done in a certain way in Britain.
5. You will collaborate with service providers from statutory and non-statutory organisations in order to build a network of effective support for the beneficiaries.
6. You will work alongside the Volunteer Co-ordinator to recruit, train and support a team of volunteers to help deliver the project's activities.
7. You will be monitoring the achievements of outcomes.
8. You will ensure effective and accurate recording of referrals, contacts, actions taken including key statistics and outcomes to enable project's monitoring and evaluation.
9. You will provide regular updates to the UK Programme Manager and Board of Trustees.
10. You will help formulate policies and procedures for the project with support from the UK Programme Manager & Chairperson.
11. You will work closely with other team members and staff from Solihull and Warwickshire Children's Services.

General

12. You will adhere to safeguarding and Lone Working policies and other legislation is adhered to in relation to work.
13. You will implement the principles of equal opportunities and anti-oppressive practice.

14. You will adhere to the Confidentiality and Data Protection policy and maintain a high level of confidentiality

15. You will be willing to undertake any additional tasks as may be required by the organisation.

16. You will attend meetings and training as required.

Qualifications and skills

To succeed in this role, the post-holder will have the following skills and experience:

Qualifications

- Educated to UK degree or equivalent in a relevant field - E
- OISC Qualifications (Level 1) - D

Experience

- Previous experience of supporting refugees and asylum seekers in a voluntary or staff capacity. – E
- Experience in youth and community work, preferably with young people from refugee and asylum seeker backgrounds. – E
- Experience of developing partnerships with other organisations and effectively representing an organisation externally - D
- Experience of providing advice and support to young asylum seekers and of working with other partners to support these young people. - D
- Experience of working with those with limited English language skills - D

Knowledge

- Knowledge of the asylum system, the rights and the support entitlements (including statutory support provided by Social Services) for migrant children and young people, especially UASC's- E
- Insight into the needs, experiences and hopes of refugees and asylum seekers
- Good understanding of the UK welfare benefits system, asylum support, housing, health, education and immigration services – E
- An understanding of the power imbalances that exist and a commitment to anti-oppressive and anti-discriminatory practice - E
- Knowledge of refugee support and statutory agencies in the West Midlands – D
- Insights into the government's asylum and immigration agenda - D

Skills

- Experience of working cross culturally and with people from diverse backgrounds – E
- Open minded, non-judgmental, empathic and respectful of confidentiality - E

- Outstanding communication skills - one-to-one, written and on the telephone - E
- Commitment to effective collaborative working, with a specific focus on building and maintaining positive working relationships with team members and other professionals - E
- Strong organisational and project management skills– E
- Resourceful and problem- solving skills – E
- Computer literate - ability to use Word, Excel, PowerPoint, email, social media - E
- Able to work on own initiative and independently – E

Personal characteristics

- Driven and willing to make a difference in beneficiaries' lives- E
- Commitment to follow directions and policies- E
- Positive and can do attitude- E
- Willing to contribute to service development – E
- Flexible - E

Others

- Car owner/driver - E

To apply:

Complete the attached application form and email it to: info@entraideuk.org.uk

Deadline for applications: 26th April 2019 at 5:00pm.