**Suffolk Refugee Support**

**Job Description & Person Specification**

**Job Title: Health and Sports Activities Coordinator**

**Location: Ipswich – and on location in Suffolk**

**Terms: 21 hours a week**

**Salary: £26,356 (£15,813 for 21 hours a week)**

**Initial 12 month contract**

**Pension: Automatic enrolment in NEST scheme.**

**Reports to: Operations Manager**

**Context and purpose of the job**

Suffolk Refugee Support aims to ensure that all asylum seekers and refugees in Suffolk are enabled to live integrated, fulfilled and contributing lives in their new communities. We provide a welcoming environment where clients can access help, advice, support and practical services in order to be healthy and safe and begin to rebuild their lives. We work with external agencies, community and voluntary sector organisations, health providers and others to enable our clients to access a range of support. We are based in Ipswich, but our services operate increasingly out on location with refugees and asylum seekers housed in accommodation across Suffolk.

This purpose of this role is to work across our client groups to encourage people to engage in fitness activities and sports by laying on specific activities or by supporting our clients to join local existing groups. One of these activities will be a football group for young people. You will also be responsible for working with our clients on how to improve their health, either through organising information sessions or courses or through working with individual clients to help them make specific changes in their lives. This is a changed role for the organisation so there is real scope to make the role your own and make a difference to people’s lives.

The post holder is required to work 21 hours a week (days to be confirmed with the successful candidate). You will be expected to work at least two evenings per week (with sporting activities), and occasional weekends.

An Enhanced DBS check will be required for this post (paid for by Suffolk Refugee Support.)

**Important note on Working with Minors**

This post is exempt from the Rehabilitation of Offenders Act 1974. Therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared at the application stage

**Main Duties and Responsibilities**

* To develop and deliver an SRS sport and health programme across the county in line with funder outcomes and client needs/requests.
* To provide a welcoming and fun environment at the groups ensuring that the participants enjoy the activities and maintain attendance
* To oversee and monitor those Sport/Health groups which are run entirely by volunteers and to ensure they adhere to SRS policies and procedures.
* To deliver a weekly football group for young male refugees and asylum seekers
* To deliver additional sporting activities during the school holidays
* To explore and develop links with existing sports clubs in the local area and to encourage the acceptance and appropriate inclusion of asylum seekers and refugees into their teams. To negotiate discounts on costs of activities wherever possible.
* To actively seek out and recruit new members to the groups and activities, and to ensure that effective referral pathways to the group are in place
* To build confidence in attendees to participate in activities outside the groups and thus become more independent and integrated.
* To ensure all areas of registration and safeguarding are well managed, including keeping up to date personal details of the people attending.
* To record attendance, monitoring of outcomes and reporting of these as required by funders.
* To be responsible for booking the venue of the groups/activities and ensuring it is suitable for the activities taking place.
* To be responsible for all health and safety regulations for any group including risk assessing activities; reporting incidents; ensuring fire evacuations procedures are well practised and appropriate and PEEPs for staff, volunteers and clients are in place.
* To devise a schedule of sporting and health activities in line with the specific aims of SRS and with grant requirements. This will include contacting external speakers and facilitators and ensuring the delivery of their information and activities is culturally and language-ability appropriate for maximum participation and learning by those attending the group. It may also include devising learning and well being sessions to be delivered by the volunteers.
* To manage volunteers working in sports and health projects
* To ensure that new volunteers receive adequate inductions to the group
* To host occasional visits from funders and other visitors
* To work in partnership with staff and external organisations who contribute to the group’s activities
* To attend occasional meetings with staff and volunteers to share information and discuss improvement to service delivery
* To contribute to the effective delivery of all SRS’s services by maintaining regular contact with the rest of the team and being involved in the development of related activities
* To adhere to all codes of conduct and policies of the organisation
* To contribute to other SRS work including weekly team meetings and activities as requested by Management, such as assisting with external SRS events or other similar activities
* To occasionally contribute to media features and SRS newsletter articles concerning the scheme and its clients (in liaison with SRS’s Communications Officer), and to promote public awareness and positive perceptions

**Person Specification**

**(Please refer to these in your application)**

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| Passionate about sport and a healthy lifestyle | Essential | Application  /interview |
| Experience in all aspects of organising and running a sports group or fitness activities | Essential | Application/ interview |
| A qualified football coach or able to deliver/ facilitate football sessions | Essential | Application/ interview |
| Knowledge and experience of meeting people’s health needs including mental health. | Essential | Application/ interview |
| Experience of devising & delivering workshops and training sessions to a variety of recipients. | Essential | Application / interview |
| Experience and ability to develop and carry out monitoring and evaluation procedures to evidence positive change – including writing summary reports | Desirable | Application /interview |
| Experience of prioritising own workload and working unsupervised in a busy environment | Essential | Application/ interview |
| Good communication skills - ability to motivate and engage activity participants, listening to others and working in a non-judgemental way that develops trust | Essential | Application/ interview |
| Experience of carrying out risk assessments and health and safety procedures | Desirable | Application / interview |
| Experience of managing and supporting volunteers from a variety of backgrounds | Desirable | Application/ interview |
| Ability to liaise with external agencies or service providers to provide relevant support/ information/ help to our clients. | Essential | Application/ interview |
| Experience of working within a multicultural team | Essential | Application/ interview |
| First Aid qualified or willing to attend training | Essential | Application/ interview |
| A commitment to equal opportunities and anti-discriminatory practice | Essential | Application / interview |
| Proficiency in working with Microsoft Office packages | Essential | Application / interview |
| A full UK driving licence, access to your own transport and a willingness to work in locations around Suffolk | Essential | Application / interview |

**Personal Development**

The post-holder must effectively manage their own workload, assessing their priorities in terms of the balance between the reactive workload and the medium and long-term plans and projects. Work-time opportunities for appropriate training will be given to the post-holder.

**Flexibility**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the job, at the appropriate skills and responsibility level. This job description will therefore be subject to periodic review with the post-holder to ensure it accurately reflects the duties of the job.

**Equal Opportunities Statement**

As part of its recruitment policy, Suffolk Refugee Support intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, gender, nationality, marital status, sexual orientation, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement that is not demonstrably justifiable.

The post holder will be required to support individuals, families, children, women and young people from very diverse backgrounds and engage them equally irrespective of political, religious or other affiliations. The post holder must act professionally at all times and uphold the values, ambitions and aims of Suffolk Refugee Support.

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