**Suffolk Refugee Support**

**Job Description & Person Specification**

**Job Title: Youth Projects Coordinator**

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

**Terms: 28 hours a week**

**Salary: £26,356 (£21,085 for 28 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.

The Youth Projects Coordinator will work with children and young people under the age of 25. This cohort is made up of unaccompanied asylum seeking children (UASC), young asylum seekers living independently and children and young people living in refugee or asylum seeking families. This group have specific needs and as such the role is a mixture of youth work and delivery and coordination of projects in order to help promote the personal, educational, creative and social development of these young people.

The post holder is required to work 28 hours a week (days to be confirmed with the successful candidate). You will be expected to work at least two evenings per week (Monday – Youth Club, Tuesday – Homework Club), 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**

**Youth Projects**

* To continue to run our existing youth groups (Monday: Youth Club – 4.30pm – 6pm and Tuesday: Homework Club 4- 6pm)
* To identify and set up additional youth groups and activities across the year, particularly during the school holidays
* To oversee and monitor volunteer led groups across the county
* To promote the projects to asylum seeking and refugee children, young people and their carers.
* To work closely with the Health and Sports Activities Coordinator to ensure sports and health activities are delivered.
* To ensure all areas of registration and safeguarding are well managed, including keeping up to date personal details of the young people attending.
* To record attendance, monitoring of outcomes and reporting of these as required by funders.
* To be responsible for booking venues for groups/activities and ensuring they are suitable for the activities taking place.
* To be responsible for all health and safety regulations for the 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 activities for children and young people attending the groups 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 encourage the children and young people to assist in organising the groups/activities – this will include running a client focus group to understand what they would like to do.
* To manage volunteers working with young people and children in youth projects
* To ensure that new volunteers receive adequate inductions to the group
* To host occasional visits from funders and other visitors

**Additional support and casework**

* Through building trust with young people, act as a point of reference, give information and run mini-workshops on issues such as immigration, health and nutrition, sexual health, life and culture in the UK, life skills e.g. cooking, budgeting, e-safety, and risks of radicalisation.
* Provide one to one support for individual young refugees and to identify other sources of help or other activities for them, ensuring they are introduced to these via a warm handover.
* Support foster carers in Suffolk to know about services and activities available.

**Partnership Working**

To work in partnership with the Suffolk County Council UASC and Leaving Care Team, foster carers, education providers, and other young people’s agencies to ensure cohesive services to refugee young people are achieved.

**Risk management / safeguarding**

To identify, report and follow up safeguarding issues for any young person attending the group. To include attending multiagency safeguarding meetings with other professionals when appropriate.

Identify possible risks and work to minimise or eliminate the risk

Attend relevant training, including safeguarding/child protection.

**Client representation**

To represent the views and experiences of SRS’s clients at external meetings and advisory boards.

**Monitoring, Evaluation and Funder Reporting**

* To record services given and outcomes achieved on internal monitoring systems and to maintain the filing system in line with data protection regulations.
* To assist with reports in reference to our funders’ outcomes and targets.
* To help with the development & administration of written information produced by SRS for our clients’ benefit.
* To contribute to development of new services and funding applications.

**Additional Duties and Responsibilities**

* 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
* To take responsibility for keeping up to date with changes to legislation, policy and rules affecting refugees, including attending training as applicable
* 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 work in line with SRS’s policies and codes of conduct

**Person Specification**

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

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| Qualification in Youth Work, Education, Social or Community Work, or equivalent through extensive experience of working with vulnerable young people. | Essential | Application/ interview |
| Experience of working with children and young people from diverse backgrounds, including young people who may exhibit distressed behaviour. | Essential | Application/ interview |
| Working knowledge of legislation, policies and issues relevant to refugees and asylum seekers including immigration, housing, health, education etc; | Essential | Application/ interview |
| Experience of liaising with service providers, both statutory and voluntary, that provide support to this client group, and of ensuring clients receive access to all services to which they are entitled. | Essential | Application / interview |
| Excellent organisational skills, ability to manage a busy caseload and stay calm under pressure. | Essential | Application /interview |
| Ability to give advice and support in a sensitive manner. | Essential | Application/ interview |
| Excellent written and verbal communication skills, to advocate on behalf of clients and present cases factually and clearly. | Essential | Application/ interview |
| Strong organisational skills, a self-starter who can effectively manage their time and conflicting priorities | Essential | Application / interview |
| Experience of working in partnership with other service providers for researching need, joint working or signposting. | Essential | Application/ interview |
| Experience of planning and organising youth activities (such as social, sport and learning activities) for young people | Essential | Application/ interview |
| Experience of devising & delivering workshops and training sessions to a variety of recipients. | Essential | Application/ interview |
| Ability to work with those who speak little or no English, including working with interpreters | Essential | Application / interview |
| Friendly approachable manner and the ability to put people at ease. | Essential | Application / interview |
| Ability to support young people in improving their English, Maths and life skills. | Essential | Application / interview |
| Proven ability to manage and motivate volunteers to engage with young service users. | Desirable | Application / interview |
| Good record keeping and experience of using successful monitoring and evaluation processes. | Desirable | Application / interview |
| Ability to work in a team | Essential | Application / interview |
| A strong commitment to Equal Opportunities and Safeguarding Children, Young People and Vulnerable Adults. The post holder will be subject to Enhanced DBS checking and will require full clearance to work with this client group. | 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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