**Refugee and Asylum Seeker Project Coordinator**

**Job Title Refugee and Asylum Seeker Project Coordinator**

**Salary £30,000**

**Accountable to: Chair, Communities Together Durham**

**Hours and term Full time, 35 hour week (flexible hours including some evenings and weekends), for two years**

**Location: Working from home**

**Background:** The Diocese of Durham has received a significant grant from Lord Crewe’s Charity to support clergy and churches to play a full part in welcoming refugees and asylum seekers as their neighbours, and to do this in a timely, safe and careful way for the wellbeing of all. The project includes establishing a central point of advice, information and support for clergy, coordinating requests for help from statutory services and voluntary groups in each of the seven local authority areas in the diocese, and providing targeted support to establish and resource local drop-in services to respond to the specific needs of refugees and asylum seekers.

# Communities Together Durham works with the diocese to challenge poverty, and is the delivery partner for this new project. The project is fully funded for two years, and the Project Coordinator will be responsible for delivering the agreed outputs, supported by a part-time Development Worker and working closely with the CTD team, which will provide administrative support (equivalent to 2 days/week).

# Job Purpose:

Support and resource the Diocese and its clergy and parishes to welcome, support and integrate new and current members of the refugee and asylum seeker (RAS) community. Engage with local authorities, statutory bodies, other third sector partners and community groups to provide support to refugees and asylum seekers. Inform and update the Diocese and CTD on the current situation and good practice in this area.

# Principal Duties & Responsibilities:

1. Be the main point of contact for the Diocese and its clergy to provide advice and support for their work with the RAS community. Develop relationships and gain intelligence to assist in problem solving and, where necessary, refer to appropriate parties to offer the best support.

2. Actively seek, develop and maintain productive relationships with a wide range of partners and local authorities in the diocesan area. Establish links with other support agencies and those offering legal advice, including (but not only) Regional Asylum agencies, such as North East Migration Partnership, City of Sanctuary and work with them.

3. Establish and maintain relationships with national agencies such as Reset, Asylum Matters

4. Co-ordinate relevant training and forums as needed

5. Work with RAS communities to break down cultural barriers and help with integration into the community.

6. Remain up to date with latest legislation, good practice and local developments

7. Be responsible for sending out up to date information to the Diocese about current situation with regards to the latest legislation, good practice and local changes. Identify appropriate social media and community messaging opportunities to raise awareness of the issues in the area in the Diocese and beyond.

8. Liaise with and engage with local clergy and parishes to deliver relevant information, helping to establish local activities, offering appropriate support and signposting.

9. Establish a network of local volunteers who will act as local contact links.

10. Promote Community Sponsorship in the Diocese and provide training and support to potential Community Sponsorship groups.

11. Ensure the conditions of funding are fully met, including coordinating regular reporting requirements and project evaluation at the end of the grant period.

*The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with CTD on health and safety and not interfere with or misuse anything provided for your health, safety and welfare.

**Confidentiality**

You must not pass on to unauthorised persons, any information obtained in the course of your duties without the permission of your line manager.

**Safeguarding**

If at any time you see or hear anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the CTD Safeguarding Lead and the Diocesan Safeguarding Adviser (DSA).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time you see or hear anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

**Refugee and Asylum Seeker Project Coordinator**

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order to do the job. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on you application form.

**A Application Form**

**I Interview**

**A & I Application Form & Interview**

|  |  |  |  |
| --- | --- | --- | --- |
| Ref | **Criteria** | Essential / Desirable | A / I |
|  | **Knowledge/Qualification** |  |  |
|  | Sound knowledge of current legislation, policy and programmes relating to RAS.  | Essential | A & I |
|  | **Experience** |  |  |
|  | Experience of working with complex and sensitive people issues | Essential | A & I |
|  | Experience of dealing with confidential information, and of working with partner agencies and sharing information whilst adhering to data protection | Essential | A & I |
|  | Experience of working with the voluntary and community sector | Desirable | I |
|  | Experience of dealing with translation or other appropriate services | Desirable | I |
|  | **Skills / Abilities** |  |  |
|  | Able to organise and prioritise work and work with the minimum of supervision | Essential | A & I |
|  | Able to build good working relationships at all levels.  | Essential | I |
|  | Demonstrates a high level of integrity and confidentiality when dealing with sensitive material | Essential | I |
|  | Excellent written and oral communication and presentation skills | Essential | A & I |
|  | Able to challenge stereotyping, prejudice, discrimination and bias. | Essential | I |
|  | **Personal attributes and competencies** |  |  |
|  | Able to develop new ideas and be willing to adapt to and accept change | Essential | I |
|  | Able to access all parts of the diocese, sometimes at weekends or evenings | Essential | I |
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