



Jesuit Refugee Service UK
Hurtado Jesuit Centre
2 Chandler Street
London
E1W 2QT

tel: 020 7488 7310 · fax: 020 7488 7329

e-mail: uk@jrs.net · web: www.jrsuk.net

Job Description: Community Outreach Officer

JRS mission and work

The Jesuit Refugee Service (JRS) is an international Catholic organisation, at work in 50 countries around the world with a mission to accompany, serve and advocate on behalf of refugees and other forcibly displaced persons. JRS in the UK has a special ministry to those who find themselves destitute as a consequence of government policies and those detained for the administration of immigration procedures. JRS UK runs a day centre, activities and hosting scheme (*At Home*) for destitute asylum seekers, detention outreach services to Heathrow IRC and shortly hopes to begin a legal advice service. The work of JRS UK is carried out in collaboration with other JRS offices around the world, other Church and secular organisations, voluntary and governmental, which are active in the same field.

JRS values

JRS is grounded in Catholic Social Teaching and draws on the charism and principles of Ignatian spirituality. Staff and volunteers share a common set of values concerned with justice and the dignity of the person. As a Jesuit work, participative discernment and reflective practice are part of our ethos. If the successful candidate is not familiar with the spirit and charism of the Jesuits, there will be the opportunity to develop it through training, workshops and days of retreat.

Job Title: Community Outreach Officer

The Community Outreach Officer is a new fulltime post reporting to the Communications and Development Manager, as part of JRS UK's efforts to raise awareness of the situation facing refugees and asylum seekers and the work undertaken by JRS (on behalf of the Jesuits in Britain) in response. The role will focus on outreach to the Catholic community primarily and provides an exciting opportunity for a gifted communicator to work closely with refugees and to promote JRS' values of hospitality, compassion and participation more widely.

The postholder will plan, develop and deliver a programme of outreach aimed at parishes, Jesuit works, University Chaplaincies and Catholic Schools. They will work with other JRS staff and refugees to produce published material and digital content for presentations, drawing deeply on Church teaching and the experiences of refugees themselves. They will also lead recruitment, training and support of volunteers to build an outreach team. The role is based in the Hurtado Jesuit Centre, Wapping, but involves travel across London and wider in the UK for meetings and to give presentations. Evening and weekend work is to be expected, for which time off in lieu will be given.

The role would suit an enthusiastic self-starter with a passion for supporting refugees and asylum seekers and communicating Church teaching. Outstanding oral and written communications skills are essential, along with good organisational skills and the flexibility to respond to shifting demands. Experience of community fundraising would be ideal. The role involves working alongside refugees and volunteers from varied backgrounds, so high levels of empathy and sensitivity are required, along with real sympathy and enthusiasm for communicating the faith mission of JRS.

Key relationships

- Reports to the Communications and Development Manager;
- Refugees accompanied and served by JRS UK; JRS UK staff and volunteers;
- Parish priests, Jesuit communities, University Chaplains and others in the Catholic community.

Responsibilities

The postholder will:

- Take the lead in developing and delivering JRS UK's community outreach programme and strategy, working with the Communications and Development Manager;
- Build and sustain excellent relationships with Parishes, Jesuit communities and University Chaplains;
- Develop audience specific resources for community outreach, with support from the Communications and Development Manager;
- Collaborate with Jesuits, religious and other volunteers to produce parish packs and material for prayer and reflection about refugees;
- Assist in identifying, empowering and co-ordinating the recruitment and personal formation of volunteers supporting community outreach;
- Accompany refugees to speak for themselves at events;
- Speak coherently and confidently at parish events, schools and religious conferences about JRS' work;
- Represent JRS UK at relevant NGO fora and networks pertaining to outreach activities;
- Collaborate with other Jesuit works and JRS offices to share experiences of best practice;
- Keep accurate records of outreach activities and provide analysis for the JRS UK Director and Management Committee;
- Work with the Communications and Development Manager to develop future outreach work, in line with JRS UKs strategic priorities.

Person specification

Essential

- Sympathy and congruence with the values of JRS;
- Enthusiasm for working within a faith context and for engaging parishes and religious congregations;
- Outstanding oral and written communication skills;
- Confidence to make short speeches in public;
- Demonstrable experience of engaging young people and young adults;
- Ability to work flexibly as part of a small team;
- High levels of personal integrity, respect for others, emotional intelligence and empathy;
- Enthusiasm to meet challenging goals in a dynamic environment;
- Excellent organisational skills, able to prioritise and meet deadlines;
- Familiarity with Microsoft Office software.

Desirable

- Prior experience of supporting and accompanying refugees and asylum seekers;
- Familiarity with Catholic Social Teaching;
- Prior experience of working within the Catholic Church, knowledge of diocesan networks and structures;
- Prior experience of community fundraising;
- Familiarity with the Ignatian charism.

The person must be permitted to work in the UK; (JRS UK is not able to obtain a work visa for this post).

Duration:	18 month fixed-term contract; potentially renewable
Salary:	£27-29 K pa; full time
Pension:	Additional 10% of salary of employer's contribution