
Job description: Refugee Activity Co-ordinator

JRS mission and work

The Jesuit Refugee Service (JRS) is an international Catholic organisation, at work in 50 countries 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 IRCs and will shortly begin a legal advice service. We work to raise awareness of the situation facing refugees we accompany and serve by enabling their story to be heard. The work of JRS UK is carried out in collaboration with other JRS offices around the world, other Church and secular organisations, 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. We seek to offer safe and welcoming places where strong relationships of trust are established, and opportunities to participate and to flourish are sought.

Job Title: Refugee Activity Co-ordinator

The Refugee Activity Co-ordinator is a new part-time post on a 12-month contract, reporting to the Destitution Services Manager, joining a small tightly knit and diverse team at the JRS UK offices in Wapping. JRS UK has been working with destitute asylum seekers for many years and would now like to expand the services and activities we provide to those we serve.

This busy and varied role requires an ability to develop relationships with a variety of people in order to successfully co-ordinate activities. You will demonstrate a real commitment to our mission of accompaniment of refugees, a unique ethos which radically alters the beneficiary-service provider relationship. We place a high value on coming to know refugees as people with gifts and personalities, not only defined by their situation in immigration law. We also have an active group of refugee volunteers, who, working alongside vowed religious, other volunteers and paid staff, widen the perspective of our team.

The Refugee Activity Co-ordinator will be responsible for the development and coordination of a new project aimed at offering one or two new participatory refugee-led activities for those made destitute by the asylum process. This project will build on our existing activities of drama, Gospel Choir and Photography workshops; centring on a refugee-led approach aimed at improving the skills, confidence and community participation of those involved. With a strong focus on participatory co-facilitation, we envisage these new activities to provide opportunities for refugees to set direction for this project and foster peer-to-peer support and leadership development. The Refugee Activity Co-ordinator will be expected to create connections with

specialist tutors for the activities (where needed), build links within the community, as well as oversee volunteers with specific skills interested in developing particular activities with refugees.

The Refugee Activity Co-ordinator will be responsible for monitoring and evaluating the progress of activities, in conjunction with the Destitution Services Manager, and help ensure the sustainability of the project going forward; with the aim of refugees leading the activities themselves in the future.

The Refugee Activity Co-ordinator will work closely with our Day Centre Officer to support and coordinate volunteers attached to the refugee-led activities. There will be an opportunity to explore project ideas and design activities creatively in collaboration with refugees.

The post holder will need to have outstanding people skills, including personal resilience, empathy and confidence to build and sustain relationships. They will have a willingness to work collaboratively and flexibly, be comfortable in facilitating peer sessions and be able to inspire confidence and leadership in others.

This role would suit someone with experience of working in a highly relational way with those who have complex needs; experience of working with volunteers; experience of developing facilitating projects and activities; experience of carrying out a range of project administration tasks, and enthusiasm for working in a small faith-based organisation.

Specific responsibilities

Project and activity coordination

- Lead on development of refugee-led project from identifying activities alongside refugees, building connections with tutors and establishing links within the community
- Organise one or two new activities in collaboration with refugees, volunteers and tutors as required
- Oversee the development of the refugee-led activities and ensure they run smoothly
- In liaison with the Destitution Services Manager, evaluate and monitor the progress of the project and use feedback to inform plans for future activities
- Act as point of contact for tutors and volunteers involved in activities

Volunteer development and coordination

- Work together with Day Centre Officer to match volunteers with specific skills with refugees interested in developing particular activities
- Supervise volunteers in the delivery of refugee-led activities in collaboration with activity tutors
- In liaison with the Destitution Services Manager and Day Centre Officer, ensure volunteers receive appropriate support and development opportunities

Peer support and leadership development

- Work together with refugee participants to develop peer leadership and participation of refugees at all stages of the project
- Provide ongoing support and development opportunities aimed at improving the confidence and skills of refugees
- Working with the Communications and Development Manager and the Policy Officer, organise feedback mechanisms and systems to enable refugee voices to be heard

Administrative/financial tasks

- Maintain, store and update records and feedback systems for all activities

- Conduct desk research and help access additional small project funds where needed
- Coordinate all stocks of materials for activities
- Oversee tutor costs, refugee activity travel allowances and any related costs (e.g. refreshments)

Person specification

Essential

- Sympathy and congruence with the values of JRS and enthusiasm for JRS' mission of accompaniment, service and advocacy on behalf of refugees
- Understanding of the challenges faced by destitute asylum seekers
- Outstanding interpersonal skills and the ability to build strong relationships with refugees and others within and without the organisation
- High levels of personal resilience and emotional maturity for working closely with people in distress
- Discretion, tact and sensitivity
- Experience of working with refugees, vulnerable migrants or people with complex needs
- Experience of working with people from varied backgrounds and faiths
- Experience of working with volunteers
- Experience in community building and facilitating group/peer-to-peer support sessions
- Experience of managing creative projects
- Outstanding oral and written communication skills
- Ability to work flexibly as part of a small diverse team
- High level of IT literacy
- Creativity to develop future work

Desirable

- Experience of working or volunteering in a faith-based setting
- Experience of monitoring and evaluation of projects
- Experience of working in a creative setting

We welcome applications from refugees and those with refugee background.

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

Duration	12-month fixed-term contract; potentially renewable dependent on funding
Hours	Part-Time; 11.25 hours/week
Salary	£6,000 pro rata (£20,000 p.a. full time equivalent)
Pension	Additional 10% of salary of employer's contribution

Only short-listed candidates will be notified.