

---

## Job description:

### Refugee Activities Co-ordinator

#### JRS mission and work

The Jesuit Refugee Service (JRS) is an international Catholic organisation, at work in over 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 a specialist 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.

#### Refugee Activities Co-ordinator

The Refugee Activities Co-ordinator is a part-time post (up to 4 days a week, with flexible working) 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 has been expanding the services and activities we provide to those we serve. Providing recreational activities for refugees, which develop skills and interests, is a core aspect of our work.

This busy, varied and creative 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 Activities Co-ordinator is responsible for the coordination and development of activities for those made destitute by the asylum process. The role requires a creative and outgoing attitude in addition to organisational and relational skills. The Refugee Activities Co-ordinator acts as a point of contact for external creative and therapeutic practitioners to support the ongoing activities currently available at JRS UK. With a strong focus on participatory co-facilitation, the Refugee Activities Co-ordinator will also provide opportunities for refugees to set direction for the development of creative and skill-sharing projects that foster peer-to-peer support and leadership potential. 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.

Existing partnerships delivered through volunteers, therapeutic consultants and collaborations with other charities include workshops on photography, creative arts, choir, drama, music therapy, reflexology, one-on-one English lessons and women's bike project. There will be an opportunity to explore additional project ideas, designing activities creatively in collaboration with refugees, or where appropriate facilitating access to activities elsewhere, including for example, in sport, dance, or gardening.

The Refugee Activities 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 where possible.

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 able to inspire confidence and leadership in others.

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

Flexible working for the post is possible; the postholder must be available to attend the Thursday Day Centre between 9:30-4 pm. Candidates seeking a role of fewer hours (22.5-30 hours a week) will also be considered.

## Specific responsibilities

### *Activities coordination*

- Lead on the continued development of refugee-led project, including:
  - identifying possible activities in collaboration with refugees,
  - building connections with tutors, volunteers and external organisations and acting as ongoing point of contact to oversee partnerships
  - establishing links within the local community
  - promoting schedule of activities through building relationships with refugees attending Day Centre
  - evaluating and monitoring the progress of the project
- Liaise with other external organisations to disseminate information about other external activities of interest to refugees attending Day Centre

### *Volunteer development and coordination*

- Work 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 with refugee participants to develop peer leadership and participation of refugees;
- provide ongoing support and development opportunities to improve refugee participants' confidence and skills where needed
- Reflect on practise ensuring insights from the project are drawn into wider organisational strategy and approach

### Administrative/financial tasks

- Maintain, store and update records and feedback systems for all activities
- Coordinate all stocks of materials for activities
- Oversee tutor costs, refugee activity travel allowances and any related costs (e.g. refreshments)

### Work with Communications and Development team

- Find opportunities for creative work from the activities to be seen and enjoyed by others, through internal and external events (eg Advent Service, collaborative exhibitions).
- Identify sources of funding and collaborate with colleagues internally to apply for small grants
- Provide material from the activities for external communications that meet JRS UK's standards on consent, confidentiality and positive portrayal of refugees.

## Person specification

### Essential

- Creativity to develop future work
- 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 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

### 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
- Experience in community building and facilitating group/peer-to-peer support sessions

**We welcome applications from refugees and those with refugee background.**

<b>Duration:</b>	12-month fixed-term contract; potentially renewable dependent on funding
<b>Hours:</b>	Part-Time; 30 hours a week/four days a week. Flexible working is possible
<b>Salary:</b>	£28,000 <i>pro rata</i> (22,400 p.a. for 30 hours)
<b>Pension:</b>	Additional 10% of salary of employer's contribution

*Only short-listed candidates will be notified.*

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