

Job Description: Community Engagement Officer

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 provides casework, practical hardship support, recreational activities and a hosting scheme (*At Home*) for destitute asylum seekers, detention outreach services to Heathrow IRC, and a specialist 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.

Community Engagement Officer

JRS UK is seeking to recruit a full-time Community Engagement Officer to support our fundraising and advocacy work, to raise awareness of the situation facing refugees in the UK – particularly people forced into destitution as a consequence of the asylum process and people held in immigration detention and quasi-detention environments – sharing the work of JRS in response, and encourage people to take action to support refugees through giving, advocating, prayer, and volunteering

You'll be a people person, who gets energy from engaging with others and passionate about advocating for the rights of refugees. This is a dynamic and varied role, with the opportunity to engage people across the UK.

You will be a key member of a small communications and fundraising team, with a particular focus on engaging and building links with Christian parishes and groups, university chaplaincies, schools, and other faith groups predominantly through a mixture of local and national events. We place a high value on encouraging refugee participation in, and the shaping of, our work, and you will play a key part in ensuring this.

The external communications of JRS UK seek to be clear and balanced, and congruent with our values as an organisation, protecting and highlighting the dignity of refugees at all times. We seek to engage existing and new supporters of JRS, particularly among the Catholic Community, as well as influencing public debate and opinion.

The role involves working alongside refugees and volunteers from varied backgrounds, so high levels of empathy and sensitivity are essential, along with an enthusiasm for working in a small and dedicated team. Much of our communications material directly engages with the faith-basis of our mission so enthusiasm and an aptitude for developing our faith resources is essential for this role.

We welcome and encourage applications from people with experience of seeking safety in the UK.

Role Responsibilities

- Ensuring refugee voice and experience is championed throughout all your work;
- Taking the lead in developing and delivering JRS UK's community engagement, working with the Communications and Development Manager.

Maintaining and developing parish and community links:

- Build and sustain excellent relationships with parishes, Jesuit communities & University Chaplains;
- Building and nurturing relationships across JRS understand what the 'Current Needs' are of refugee friends, and identify how local community groups can help;
- Produce a monthly 'Notes for newsletter' for parishes sharing JRS' work with a view to increase volunteers, in-kind donations, and financial donations;
- Keep accurate records of activity making use of Salesforce and other shared methods of recording info.

Liturgical & prayer resources:

- Collaborate with Jesuits, religious, volunteers and refugee friends to produce material for prayer and reflection about refugees;
- Ensure website "Praying with Refugees" pages are updated regularly;
- Lead on the development of Lent & Advent prayer resources;
- Praying with Detainees prayer e-mail– coordination & theming;
- Developing the JRS Social Media Daily Prayer.

Awareness raising & *Accompaniment in Action* events:

- Develop and lead monthly *Accompaniment in Action* event series; with a calendar of themes looking 6 months ahead;
- Create opportunities for refugees to participate in all events; empowering and accompanying refugees through the process;
- Create digital content for JRS' social media streams promoting these events;
- Speaking coherently and confidently at parish events, schools and religious conferences about JRS' work;

General:

- Maintaining a high standard for written copy and content, meeting JRS branding and style guidelines;
 - Sharing and promoting the impact supporters' donations have on the lives of refugees;
 - To assist in identifying, empowering and co-ordinating the recruitment and personal formation of volunteers supporting community outreach;
 - Represent JRS UK at relevant NGO fora and networks pertaining to outreach activities;
 - Supporting the implementation of the Communications and Fundraising strategies;
 - To keeping accurate records of engagement activities and provide analysis for the JRS UK Director and governance committee;
 - Sustain a diverse and demanding work load effectively.
- To undertake such other duties and responsibilities as the Communications and Development Manager or Director may from time-to-time request. JRS UK is a small team and all staff are occasionally called upon to support the work of others.

Travel, evening and weekend work is expected as part of this role. TOIL and out-of-pocket travel expenses will be provided.

Person specification

Essential

- Sympathy and congruence with the values of JRS;
- Enthusiasm for working within a faith context and for engaging parish and religious congregations;
- High levels of personal integrity and respect for others, working with emotional intelligence and empathy;
- Outstanding oral and written communication skills;
- Excellent public speaker;
- Ability to work flexibly as part of a small and varied team;
- Excellent organisational skills;
- Ability to meet concurrent deadlines in a dynamic environment, ability to plan and prioritise a complex and varied workload;
- Initiative to solve problems, working proactively and collaboratively as part of a team;
- Attention to detail;
- Highly organised;
- Excellent knowledge of Microsoft Office suite.

Desirable

- Prior experience of working within the Catholic Church, and knowledge of diocesan networks and structures;
- Experience of using Mailchimp (or similar) mailing software;
- Experience of using Hootsuite (or similar) scheduling software;
- Prior experience of supporting and accompanying refugees and asylum seekers;
- Prior experience of community fundraising
- Experience of working in a faith-based organisation;
- Understanding of and with familiarity of Catholic social teaching;
- Familiarity with the Christian calendar;
- Familiarity with the Ignatian charism.

Key relationships

- Reports to the Communications and Development Manager;
- You will need to build relationships of trust with refugees served by JRS;
- You will build strong relationships with donors to JRS UK;
- You will need to build strong working relationships with JRS UK staff and volunteers.

Hours: Full time (37.5 hours)

Duration: 18 month fixed-term contract; potentially renewable

Location: Office-based in Wapping, London. The team are currently mostly wfh due to COVID restrictions; longer-term hybrid wfh/office arrangements can be made. Regular travel into London will be required.

Salary: £28 – 34 K *pro rata*;

Pension: Additional 10% of salary of employer's contribution

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