



## The Sanctuary - Job Description

**Title :** Women and Families Refugee Support worker, The Sanctuary

**Based at :** The Gap Centre, 42 Stow Hill, Newport.

**Hours :** 16 hours p/wk over 3 days, preferably on a Tuesday, Wednesday or Thursday.

**Length of contract :** 1 year, with the possibility of extension subject to external funders

**Salary :** £9,984 p.a. / £12 per hour (pro rata £21,840 pa)

### **Job purpose :**

- To restore a sense of community and belonging to refugees in Newport through promoting the Sanctuary project aims :
- Supporting refugees and asylum seekers to access mainstream services
- Develop and utilize the skills of refugees and asylum seekers through volunteering
- Promote social inclusion and emotional well being through social activities and developing the English language skills of refugees and asylum seekers

### **Organisational context :**

The Sanctuary project seeks to engage with asylum seekers and refugees in Newport. It aims to be a resource and to provide support for asylum seekers and refugees to successfully rebuild their lives in Newport. It is committed to social, individual and community transformation.

### **Key duties and responsibilities :**

Ongoing development of the The Sanctuary amongst asylum seekers and refugees. To support and expand the Sanctuary's volunteer base, co-ordinate and lead activities, and provide advocacy support to project beneficiaries.

### **Responsibilities to the external funder :**

<b>Purpose : target</b>	<b>Success criteria/ Outputs</b>	<b>Activities</b>
1. To manage volunteers	Lead team of volunteers from refugee and host community working on project	Coaching / mentoring support and development of volunteers
2. To provide advocacy support sessions	10 people per week helped through advocacy support	Provide advocacy and support to those accessing the project
3. To manage women's & families provision : women's dropin & exercise class, organize creche provision, provide advocacy & support, and café	Approximately 20 people per day accessing activities.	Project participants are able to access a wider range of activities daily and occasional one off visits and trips

**To fulfil these duties, the postholder will need :**

To attend networking events relevant to the development of the programme.

To regularly meet with, and offer coaching and support to new volunteers from refugee and non refugee backgrounds.

To liaise with a range of external agencies

Ensure that the project is open, welcoming and accessible to all refugees and asylum seekers of all faiths and none.

To meet regularly and informally report on a weekly basis to the asylum /refugee chair and to meet on a quarterly basis with the management team, beneficiaries and volunteers to monitor progress and evaluate outcomes

To produce any necessary monitoring and evaluation as required by the external funder.

To attend any appropriate training and develop relevant knowledge and skills

**Person specification / key competencies :**

**As the role involves working with vulnerable adults and children, the post is subject to an enhanced DBS disclosure.**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<p>Basic knowledge of issues relating to asylum seekers and refugees</p> <p>Knowledge of confidentiality procedures in partnership working</p>	<p>Wide knowledge of issues relating to asylum seekers and refugees</p> <p>Knowledge of voluntary, statutory and community asylum and refugee groups operating in Newport and South Wales</p>
<b>Skills</b>	<p>Good communication skills</p> <p>Ability to manage budgets</p> <p>Ability to manage own workload and work unsupervised</p> <p>Excellent administration skills</p> <p>Ability to prepare reports and to work to deadlines</p>	<p>Proven experience of communicating and supporting people from other cultures and backgrounds</p>
<b>Experience</b>	<p>Experience of running a voluntary group</p> <p>Experience as a volunteer of supporting a Dropin for asylum seekers and refugees</p> <p>Voluntary experience of working with children</p>	<p>Experience of managing budgets</p> <p>Experience of office based administration</p> <p>Experience of running and leading a team of volunteers</p>
<b>Education / Qualifications</b>	<p>Good spoken and written English</p> <p>Full UK driving licence</p>	<p>Excellent spoken and written English</p>

## **Women's/family worker : specific job purpose**

- Co-ordinate volunteers and lead Delivery of women's group and exercise class with Creche provision.
- Oversee stocking of Creche and ensure toys are kept clean and maintained.
- Liaise with WOW women, other enquiries in regarding issues relating to women - health visitors, Red Cross
- Assist with medical appointments.
- Assist with cafe drop in as needed - respond to female advocacy needs, befriending, help with set up and set down.
- Arrange monthly women and children sport session
- Arrange trips and external activities for women
- Arrange trips and activities for families
- Gather information and produce up to date suggestions of free or reasonably priced activities suitable for women, children and families.
- Co ordinate Creche provision for English classes - enrolment, manage ratios, recruit and manage volunteers, liaise with childcare provider

## **Proposed hours :**

Tuesday: 11am – 3.30pm. ( 4.5 hours) Women's drop in

Wednesday: 11am -4.30pm (5.5 hours). During cafe drop in

Thursday: 9:30-4pm (6 hours inc 30 mins break) during women's English class to co-ordinate Creche & provide advocacy support

## **Applications**

Applications by CV and covering letter should be emailed to [admin@thegap.wales](mailto:admin@thegap.wales) no later than 2<sup>nd</sup> August. Please state your experience and suitability for the job.

For an informal discussion about the post, please ring Mark Seymour on 07503 079316



