



The Sanctuary - Job Description

Title : Young adults (ages 18 to 25) Refugee Support worker, The Sanctuary

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

Hours : 19 hours p/wk over 3 days and 1 evening, preferably on a Monday evening 7pm to 9.30pm, Wednesday, Thursday, and Friday 12pm to 5.30pm

Length of contract : 3 years (subject to meeting targets of external funder at the end of each 12 monthly period)

Commencing : 3rd February 2020, (or earlier by agreement)

Salary : £11,856 p.a. gross (£12 per hour x 19 hours a week)

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.

Young adults support worker : specific job purpose

Funder outcomes:

- (a) Improve inclusivity and a sense of belonging to a shared community;
- (b) Broaden horizons and ambitions to enable positive choices;
- (c) Better relationships with peers; and
- (d) Improve confidence, self esteem, mental health and wellbeing.

Purpose : target	Success criteria/ Outputs	Activities
1. Provide young refugees and asylum seekers aged 19 to 25 with relational, holistic support, advice and social activities	10 people per week helped through advocacy support. Regular engagement activities arranged Improve confidence, self esteem, mental health and wellbeing & relationships with peers	Provide advocacy and support to access medical support, education, accommodation and employment. Arrange and support regular social activities for young adults Regular social activities
2. Provide access to mentoring and drop in support sessions to support young people's decision making about their future;	25 Young people make informed choices about their education, employment and accommodation. Young people accessing the support are not involved in illegal working, criminal activities, radicalisation or anti-social behaviour	Run weekly drop-in sessions to provide mentoring, advice and support. Coordinate volunteers to support activities and mentoring
3. Work with partner organisations to support young refugees in accessing secure and safe accommodation, understanding the law, make informed life choices around education and work opportunities and receiving appropriate support for long term goals.	25 Young people show an understanding of the rights and responsibilities of living in the UK and feel that they are able to participate in British society. 25 Young people are supported and empowered to make positive choices	Regular workshop sessions co-delivered in partnership with GEMs, Coleg Gwent & NCC Social Services Weekly mentoring and support drop-in sessions

Proposed hours :

Day	Time	Activity
Monday:	7pm to 9.30pm	Young adults drop-in
Wednesday:	12pm to 5.30pm	Café drop-in and sports activity
Thursday:	12pm to 5.30pm	Drop-in mentoring and support
Friday:	12pm to 5.30pm	Drop-in mentoring and support

To fulfil these duties, the postholder will need :

- To attend networking events relevant to the development of the programme.
- To regularly meet with & 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 RAS of all faiths and none.
- To meet regularly and informally report on a weekly basis to the 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

Key skills and Competencies :

Attributes	Essential	Desirable
Knowledge	<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>
Skills	<p>Good communication skills</p> <p>Ability to manage own workload and work unsupervised</p> <p>Excellent administration skills</p> <p>Ability to work to deadlines</p>	<p>Proven experience of communicating and supporting people from other cultures and backgrounds</p>
Experience	<p>Experience of a community based voluntary group</p> <p>Voluntary experience of working with young people</p>	<p>Experience of office based administration</p> <p>Experience of working with a team of volunteers</p> <p>Employment experience includes work with young adults</p> <p>Experience of working with children in Care</p> <p>Experience as a volunteering with asylum seekers and refugees</p>
Education / Qualifications	<p>Good spoken and written English</p> <p>Full UK driving licence</p>	<p>Excellent spoken and written English</p>

Applications by CV and covering letter should be emailed to admin@thegap.wales no later than Monday 16th December. Please state your experience and suitability for the job.

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

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