

Refugee Council

job description



JOB TITLE:	Community Development Worker
TEAM:	Resettlement Team
LOCATION:	Yorkshire – Leeds/York/Wakefield
REPORTS TO:	Area Team Manager- Resettlement
GRADE:	5
HOURS:	35

Context and Purpose of the Job

The UK government has committed itself to a Vulnerable Persons Relocation Scheme and Vulnerable Children's Resettlement Programme whereby people fleeing persecution from Syria and other countries are selected and processed in the region of origin and brought to the UK with their status already determined. Under this scheme a specific quota of refugees will be coming to the UK for resettlement.

The Resettlement team in Yorkshire and Humberside provides advice and support for resettled refugees to help them access services and mainstream provision, and establish community links. Working closely with local stakeholders and in partnership with other voluntary sector agencies running similar services across the UK, the Refugee Council resettlement team promotes both the integration and independence of this group.

Working with the Resettlement Area Manager and the rest of the team, the Community Development Worker will enable newly arrived refugees to take an active role in their successful resettlement through initiatives involving both the communities of new arrivals and the wider community. By promoting successful resettlement through community development projects, helping newly arrived refugees fulfil their needs and aspirations for their new life in the UK and establishing strong links with the wider community.

This post will report to the Area Team Manager in Leeds.

Main Duties and Responsibilities

1. To enable newly arrived refugees to identify their needs and aspirations and play an active role in fulfilling them.
2. To assist resettled refugees to develop and take part in social, cultural, recreational and other community activities.
3. To develop community development initiatives that promote links between resettled refugees and the wider community, including established refugee communities.
4. To promote the successful integration of resettled refugees through community initiatives that may include key factors such as health, employment, housing, education and training.
5. To provide advice and practical support to resettled refugees wishing to set up a community organisation.

6. To provide refugees with information about refugee community organisations and agencies for longer term support.
7. To assist with the integration of refugees into their local community.
8. To be proactive in raising awareness of resettled refugees with agencies promoting best practice in supporting refugees.
9. To work with volunteers in a manner that effectively compliments the framework of integration support.

Additional Information

Health & Safety

The post holder is responsible for:

Cooperating with the Refugee Council in delivering all legal responsibilities in respect of your own and your colleagues, volunteers, clients and others health and safety whilst at work.

Becoming familiar with the Refugee Council's Health & Safety Policy and procedures including evacuation procedures at your workplace.

Carrying out risk assessments of your own work and especially of your own workstation to ensure that you do not expose yourself or others to unnecessary risk.

Flexibility

In order to deliver services effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties will, however, fall within the scope of the job, at the appropriate grade. The job description will be subject to periodic review with the post-holder to ensure it accurately reflects the duties of the job.

Equal Opportunities Statement

As part of its recruitment policy, the Refugee Council intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

Working at the Refugee Council

A commitment to the work of the Refugee Council.

Personal Effectiveness (delete this section if not appropriate)

With the support of their manager the post-holder will need to effectively manage their own workload and medium and long term plans and objectives.

Flexible Working

This job is suitable for 'occasional' home working subject to prior authorisation.

This post is subject to a satisfactory Disclosure and Barring Service check. Repeat checks are initiated every two years.

Refugee Council

person specification



JOB TITLE: Community Development Worker - Resettlement Team

Experience

Essential

1. Experience of working with refugees or other vulnerable groups and an understanding of the difficulties faced by newly arrived refugees
2. Experience of working with communities to bring about positive change

Knowledge, Skills and Abilities

Essential

1. Knowledge of the principles and practice of community development
2. Knowledge of the difficulties refugees have in accessing services in the UK and the role refugee community organisations, agencies and the wider voluntary sector have in addressing these.
3. Knowledge of community organisations and the issues and problems that they face.
4. Understanding of the practical issues involved in setting up a small community organisation.
5. The ability to act quickly and creatively to put together a programme of practical measures that will meet the diverse needs of newly arrived communities and help them resettle effectively
6. Sensitivity to working in a multi cultural organisation and the ability to work with colleagues from different cultures
7. To prepare and present regular reports and keep an up to date record of work progress
8. Good command of spoken and written English
9. Basic word processing and database skills
10. Good IT skills – word processing, PowerPoint, email and use of internet.
11. Ability to prioritise and manage own workload
12. Understanding of basic health and safety requirements
13. Ability to take a flexible and creative approach to the demands of the post, working on own initiative as well as within a structured team work plan
14. Ability to work effectively with interpreters, colleagues in the team and to establish good working relationships with other teams in the Refugee council, other agencies and community groups.
15. Commitment to and understanding of equal opportunities and its practical applications for own working practice.
16. Ability and willingness to work flexible hours and travel within the region
17. To undertake any other duties consistent with the main purpose of the post as agreed with your line manager

Desirable

1. Full drivers license with access to a vehicle.

DATE

September 2018

You can apply for this job at www.refugeecouncil.org.uk/jobs

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