

Job description and person specification

Project Assistant – Refugee Support			
Job level	Level 2a	Job reference number	
Area / department	Refugee Support and Restoring Family Links	Region / division	
Work location	Leeds	Reports to	Service Manager – West Yorkshire
Role duration	Permanent – 21 hours per week.	Last updated	November 2017

Scale and scope of role

Direct reports	0	Indirect reports	None
Budgetary responsibility / accountability	n/a	Accountability for other resources	<<list resources>>
Reach and impact	As part of the Refugee Support and Restoring Family Links (RSRFL) team, the Senior Support Assistant (SSA) will be responsible for supporting the delivery of the Administrative Support to the RSRFL project teams in Leeds working with refugees, asylum seekers and other vulnerable migrants in the West Yorkshire area and undertake a range of duties designed to develop, maintain and promote the service.		

Context

We help people in crisis, in the UK and overseas. As part of a global voluntary movement, we respond to conflicts, natural disasters and individual emergencies, helping vulnerable people to prepare for, withstand and recover from emergencies.

Our principles and values

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Directorate overview – Refugee Support and Restoring Family Links

For people in crisis, as a result of their migration status, in need of protection, displaced and often having experienced family loss and separation our Refugee Support and Restoring Family Links team will deliver on our unique position and responsibility as part a truly global humanitarian organisation, present at every stage on the migratory trail to:

- > Reduce destitution and exploitation
- > Restore family links and facilitate reunion
- > Challenge stigma and build inclusion
- > Ensure protection and empower people to make positive decisions to regain control of their lives

We will do this by mobilising the power of humanity through three distinct vehicles for change – advocacy, service delivery and by creating the right environment. We will engage with our service users and use their experience and evidence to inform our development and delivery and will seek out opportunities to build productive alliances across the UK, wider movement and beyond to enable delivery on our mission at the earliest opportunity. To deliver on our mission, we will focus on:

- > Strengthening the sector in which we operate
- > Ensuring all our services are truly accessible and developed through a process of inclusion and collaboration
- > Achieving policy change through effective advocacy underpinned by our extensive operational evidence
- > Develop key alliances, locally and nationally to increase public understanding and create a more welcoming environment
- > Develop partnerships to increase restricted / grant funding
- > Promote wellbeing and ensure inclusive, accessible and diverse development opportunities to engage with, work or volunteer

Local context

The Senior Support Assistant (SSA) will work along another part-time Senior Support Assistant to providing efficient and reliable administrative and support functions to the Refugee Support and Restoring Family Link (RSRFL) project teams operating from our busy Armley, Leeds office to enable them to provide the best service to the front line. He/she will have service user facing responsibilities including dealing with walk-in's enquiries and enquiries from partners as well as processing invoices, ordering emergency provisions (food vouchers and bus tickets), and dealing with petty cash. Also, the successful candidate will have volunteer management responsibilities.

Purpose of the role

As part of the Refugee Support and Restoring Family Links team, the Senior Support Assistant will be responsible for the provision of administrative support for our RSRFL projects working with refugees, asylum seekers and other vulnerable migrants in the West Yorkshire area and undertake a range of duties designed to develop, maintain and promote the service

Main responsibilities

1. Service delivery and development

- > Service users receive a high quality person-centred and responsive service
- > Services are delivered to agreed standards and in line with relevant policies, procedures and good practice
- > Services are accessible and promoted in a culturally sensitive way
- > Works with line manager and colleagues to identify and support service development and improvement
- > Resources and emergency provisions are used and distributed in line with agreed good practice, policies and procedures

2. Volunteer Support

- > Works with line manager and other departments to ensure future requirements for volunteers are identified within a workforce plan
- > Volunteers are supported on a day-to-day basis to support delivery of the project

3. Service user engagement and involvement

- > Processes are followed to allow people with lived experiences to contribute to service delivery, design and development
- > Service users have appropriate opportunities to provide feedback on the service which is then used for service improvement.

4. External partnerships and sector engagement

- > Good working relationships with external partners are maintained as required for the role
- > Issues are identified and escalated as appropriate
- > Referral pathways are effectively utilised and maintained to ensure holistic package of support for service users

5. Risk management and escalation

- > Follows procedures, policies and guidance to ensure a safe, effective and efficient environment

- > Risks and health and safety issues are rapidly identified and escalated as appropriate
- > Service user risks are identified, managed and/or escalated as appropriate
- > Safeguarding concerns are identified and receive appropriate responses according to policies, procedures and good practice.

6. Data management

- > Electronic and paper-based filing and database systems are maintained in accordance with quality standards and data protection
- > Effectively contributes to producing project updates and reports as required and works collaboratively to ensure effective information management systems are in place
- > Confidentiality and data protection is maintained in relation to all aspects of the service

7. Monitoring and evaluation

- > Undertakes monitoring and evaluation activities as required and ensures information is fed into structured evaluation, learning and advocacy processes

8. Workforce learning and development

- > Provides effective support for service learning and development activities, including delivery of training, in accordance with quality standards and agreed organisational approaches
- > Learning and emerging training needs are identified and shared as appropriate throughout the organisation
- > Reflective practice is used and promoted for development purposes

9. Local and national advocacy and awareness raising

- > Effectively contributes to agreed local awareness raising and advocacy activities, in line with organisational approaches
- > Effectively contributes to national advocacy and communications efforts where possible
- > Effectively contributes to the delivery of agreed activities to build inclusion for refugees and asylum seekers, for example during Refugee Week with reference to line manager and in line with agreed organisational approaches

10. Team worker

- > Works to ensure Behaviours Framework is embedded within service
- > Colleagues supported as required
- > Contributes effectively to team meetings
- > Suggests improvement to support continuous development

- > Provides contingency cover for colleagues in periods of absence as requested by line manager

11. Other duties

- > Perform clerical and administration duties commensurate with the post
- > Proactive in supporting own development

Staff may not unreasonably refuse a request to undertake any task which is appropriate to their level for which they have the necessary skills and/or experience. Any resulting change to their objectives and priorities will be discussed and confirmed with their line manager

Person specification

NB this document will be used to develop a short list of applicants for any vacancy for this role and then be used in the subsequent selection process. It will then form the basis of a development plan for an individual appointed to this role

	Requirements
Skills	<ul style="list-style-type: none"> > Organisational skills – planning, managing and monitoring workload > IT literate. Ability to use email, word processing, database and spread sheet packages√√ > English language proficiency; can use language flexibly and effectively for professional purposes; can understand a wide range of demanding, longer clauses, and recognize implicit meaning√√

	<ul style="list-style-type: none"> > Excellent communication skills, including ability to communicate with people from other cultures and those whose first language is not English > Ability to communicate effectively in group settings (<i>specific to certain roles only – delete as appropriate</i>) > Ability to work as part of a team in a high-pressure environment√√ > Ability to listen, empathise and provide emotional support to highly distressed and vulnerable people in crisis√√ > Proven ability to ensure sensitive, safe and ethical working practices within projects working with vulnerable groups of people with complex needs > Ability to plan and deliver sessions and social activities - and to adapt them to the diverse needs of a group of people from varying cultures and backgrounds (<i>specific to certain roles only – delete as appropriate</i>) > Reflective practice – ability to pause, draw out learning from experience, listen to others and improve practice > Ability to understand and manage group dynamics (<i>specific to certain roles only – delete as appropriate</i>) > Ability to speak a language widely spoken by the refugees/asylum seeking community
Knowledge (including education and training)	<ul style="list-style-type: none"> > Understanding of issues relating to refugees and asylum seekers√√ > Understanding of issues relating to young refugees and asylum seekers√√ (<i>for Young Refugee roles only</i>) > Educated to GCSE or equivalent by experience√√ > Understanding of the needs led user focused philosophy > Knowledge and understanding of the roles, functions and purpose of statutory and non-statutory agencies in the field of refugees

	<ul style="list-style-type: none"> > Understanding of working with interpreters in group settings (<i>specific to certain roles only – delete as appropriate</i>) > Knowledge of local area and available services
Experience	<ul style="list-style-type: none"> > Experience of cross-agency partnership and collaborative working > Experience of working with volunteers > Experience of delivering learning and development activities, including delivering training > Experience of working with vulnerable people with complex needs✓✓ > Experience of working with young people with complex needs (<i>for Young Refugee roles only</i>)
Behaviours	<p>Solution Focussed</p> <ul style="list-style-type: none"> > Anticipates obstacles, thinks ahead about next steps and contingencies > Uses a range of methods to identify solutions and make decisions, involving others where appropriate <p>Pro-actively builds collaborative relationships internally and externally</p> <ul style="list-style-type: none"> > Manages relationships and partnerships for the long term – sharing insights, building trust, constructively and openly tackling conflict in order to agree solutions > Helps others to understand the common ground <p>Actively addresses the needs of people in crisis</p> <ul style="list-style-type: none"> > Finds ways to define and continually improve services for people in crisis > Uses knowledge of the needs of people in crisis to feed into ongoing planning and shaping of services
Additional requirements	<ul style="list-style-type: none"> > Uphold the Fundamental Principles and act with integrity, in accordance with the Society's obligations and values (inclusive, compassionate, courageous, and dynamic)✓✓ (<i>HR to advise</i>)

	<ul style="list-style-type: none"> > Ensure anti-discriminatory practice and promote diversity. ✓✓ > Able to work and travel throughout the UK as required for the role, including occasional overnight stays ✓✓ (<i>HR to advise</i>) > Current driving licence valid for use in the UK and prepared to use your own vehicle to drive service users and possibly their children; willingness to obtain business insurance as needed ✓✓(<i>for certain roles only – delete as appropriate</i>) > Occasionally works outside normal working hours, with prior agreement of line manager✓✓ > Occasionally supports with emergency response operations, with prior agreement of line manager✓✓
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In order to be shortlisted for interview, you need to meet the essential criteria as outlined above.

N.B. All disabled candidates who meet the essential criteria (✓✓) will be short listed for interview in line with our commitment to the Disability Confident Scheme.