

**Hosting Coordinator**

**Job description**

**Job title**: Hosting Coordinator

**Area of work:** BEACON office / home working / some travel across the Bradford district to visit host homes and facilitate placements

**Reports to**: Team Leader

**Hours:** 21 hours per week (to be worked flexibly including some evening work)

**Contract:** 1 year with the expectation of continuation, subject to funding

**Salary:** £22,571 - £25,419 (pro rata) [NJC Pay Scale 5] dependent on skills and experience

**Holiday entitlement**: 28 days plus 8 public holidays (pro-rata)

**Pension:** 3% employer contribution

**Context:**

BEACON is a charity founded in 2007 to address the varied needs of people seeking asylum in the Bradford district. BEACON’s vision is that the Bradford district becomes a hospitable community where people seeking asylum and refugees are welcome, enjoy access to justice and fair treatment and are supported on their journey to independence and integration. We seek to achieve our vision through 3 projects – Hosting, CHAT English club and McKenzie Friends. The aim of the Hosting project is to prevent destitution amongst people seeking asylum through the provision of accommodation in volunteer host households. A hosting placement provides a safe place to stay and a level of stability in order for people to engage with legal support, which can in turn help them to re-enter the asylum system and regularise their status. The project has been run for many years in a voluntary capacity, however, following a recent strategic review, we recognise the need to sustain and develop the project through the creation of a newly funded role. We are therefore seeking to appoint a highly organised, self-motivated person to take on coordination and development of the project.

**Job purpose**:

The Hosting Coordinator will recruit and support hosts, facilitate placements, provide ongoing support to hosts and guests, foster relationships with partner agencies and work to expand the project in line with identified need

**Key Responsibilities**:

* To be responsible for the successful co-ordination and delivery of the Hosting project
* To recruit new hosts to the project, including carrying out relevant assessments, checks and home visits
* To provide comprehensive training and inductions to ensure hosts are fully equipped and able to carry out their role
* To build strong relationships with external agencies, set up referral pathways and coordinate referrals to the project
* To coordinate assessment and placements of guests with suitably matched hosts
* To provide ongoing management of placements including ongoing support for guests and hosts, regular reviews, monitoring of progress and troubleshooting, as required
* To support guests to access relevant local services, to find routes out of destitution and exit the project in a facilitated manner
* To ensure appropriate records, data, reports and documentation relating to the project are produced and maintained for information, monitoring and evaluation purposes
* To represent the project at relevant local, regional and national networking events and meetings
* To manage financial resources accordingly including provision of host and guest allowances
* To use creative methods to identify opportunities to promote the project to new audiences
* To ensure the Hosting project is compliant with BEACON policies and legal requirements (for example, health and safety, data protection, safeguarding etc.)
* To attend regular BEACON team meetings, BEACON’s annual AGM and Away Day
* To work with the Team Leader to develop the project in line with identified needs and in co-production with people with lived experience
* To contribute to a culture of equality and demonstrate a commitment to diversity, inclusion and anti-racism
* To work in accordance with BEACON’s policies, charitable objectives, mission and vision at all times
* To attend relevant training as and when required, to enhance ability to carry out the role
* To perform any other tasks commensurate with pay scale to ensure smooth running of the Hosting project

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

**Person Specification**

Please refer to the criteria below when completing the application form:

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|  | **Essential** | **Desirable** |
| **EXPERIENCE** |
| Experience of recruiting and supporting volunteers | X |  |
| Experience of working with refugees or people seeking asylum (voluntary or paid) |  | X |
| Experience of coordinating and developing services and projects | X |  |
| Experience of working or volunteering for a small charity or voluntary organisation |  | X |
| Experience of delivering training and / or presentations |  | X |
| Experience of trauma informed care / practice, or developing a project with a trauma informed approach |  | X |
| Lived experience as a person seeking asylum or refugee |  | X |
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| **SPECIALIST KNOWLEDGE / QUALIFICATIONS** |
| Knowledge and understanding of reasons why people seek sanctuary in the UK | X |  |
| Knowledge and understanding of the UK asylum system and the reasons why people may become destitute | X |  |
| Knowledge of West Yorkshire asylum and refugee support services |  | X |
| Knowledge of and ability to assess housing standards |  | X |
| Knowledge of safeguarding and ability to carry out detailed risk assessments | X |  |
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| **SKILLS AND ABILITIES** |
| Able to work independently and as part of a small team | X |  |
| Ability to build relationships and work collaboratively with external agencies, community groups and volunteers | X |  |
| Exceptional organisational and time management skills, with the ability to prioritise and manage own workload | X |  |
| Accuracy and attention to detail | X |  |
| High level of written and spoken English, with an ability to write reports | X |  |
| Excellent interpersonal skills and the ability to relate to people from a wide range of backgrounds | X |  |
| Strong IT skills (Microsoft Office)  | X |  |
| Understanding of and ability to ensure project is compliant with policies and procedures in relation to safeguarding, confidentiality, data protection, health & safety and EDI (equality, diversity & inclusion) | X |  |
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| **PERSONAL CIRCUMSTANCES** |
| Ability to work flexibly including some evening work | X |  |
| Ability to travel across the Bradford district as required by the needs of the service | X |  |
| Possession of a full UK driving licence, and use of a vehicle for work |  | X |
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| **DISPOSITION / ATTITUDE** |
| Interest in and sensitivity towards the needs of people seeking asylum  | X |  |
| Highly motivated self-starter | X |  |
| Ability to adopt creative thinking and problem solving  | X |  |
| Emotional resilience to cope with stressful situations | X |  |
| Honesty, integrity and reliability | X |  |
| Awareness of and sensitivity towards differences in culture and ways of living | X |  |
| Sympathy with BEACON’s Vision and Objectives | X |  |
| A friendly yet professional approach | X |  |