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**Refugee Support Worker (Part-time 15 hrs)**

**Period of agreement:** Fixed term15 months – ideally starting 1st March 2024

**Hours:** 2 days equivalent a week - 15 hours, to be worked flexibly. Some evenings will be required to attend local events, committee meetings

**Pay:** Actual Pay£10,500 per year, or £875 per calendar month**. (**Pro rata from full- time £26,247, Scale 5 NJC approx.)

**Location:** Home based

**Reporting lines:** Horsforth Chaplaincy Project will formally manage the role, with on-going input from the Horsforth Town of Sanctuary Steering committee that is engaged at the local accommodation centre and within the wider community.

**Overview**

Horsforth Chaplaincy Project has partnered with local churches and the community to support people seeking asylum, with Our Lady of Kirkstall (OLK) Catholic Parish heading up the various activities at a local hotel, where people seeking asylum are being accommodated.

Recently, The Home Office, through Leeds City Council, have made funds available for Third Sector organisations working in the asylum seeker and refugee community, to assist and develop on-going activities . Our Lady of Kirkstall Parish have secured funding for a number of initiatives including a Refugee Support Worker to be employed 2 days per week for a 15-month period.

Through a group of volunteers drawn from the community, OLK provides a range of support activities for people seeking asylum living at a local hotel such as weekly conversation classes, help with finding volunteering opportunities, assistance accessing local services, as well as wider community engagement events and awareness raising within the community, local schools and organisations. Members of OLK are also involved in Horsforth Town of Sanctuary which was established in 2023 and is linked with the wider national charity, City of Sanctuary. The vision of City of Sanctuary is to build a culture of hospitality for people seeking sanctuary in the UK, so that wherever people seeking sanctuary go in the city (eg: schools, voluntary groups, businesses, faith and community groups) they will find people who welcome them, understand why they are here, and most important of all include them actively as participants, volunteers and members.

**Key activities and objectives for the role**

The key activities are detailed below but there will be opportunities that will arise in the coming year that will be applicable to expanding the activities of OLK within the asylum seeker and refugee community.

* Co-ordinate the weekly conversation group at the local hotel where there are people seeking asylum. Look to develop volunteer network and invite other third sector organisations from the city to the hotel who could help contribute to integrating the people at the hotel into the local community.
* Assist in the provision of clothing and shoes to people seeking asylum via funds secured as part of the project, as well as donations from the local community
* Support the monthly Horsforth Town of Sanctuary social events which aim to bring people seeking asylum and the local community together
* Overseeing the provision of bus passes from funds secured as part of this project
* Linking with other charities to provide SIM cards
* Referring people seeking asylum to their local MP, legal aid providers, mental health services and advocate on their behalf where necessary
* Engagement with other Third Sector organisation across Leeds that are involved in assisting people seeking sanctuary, to develop links and sign-posting activities to other organisations that support the asylum seeker and refugee community
* Working with other parties to arrange trips way from the hotel eg walks in the Dales, festivals, events in the city which will widen the experiences for people seeking asylum
* Running courses such as “Finding your voice” and “Representing your peers” which help gain confidence for people seeking asylum
* Awareness raising with Experts in Experience in the local community, such as schools, libraries, local interest groups, community events – organising events / speakers
* Contribution to quarterly reports required by Leeds City Council as part of the funding package
* Liaison with the Parish Council office on expenditure and reports
* Contributing to raising our profile locally with the team within the Horsforth Chaplaincy project
* Attending steering committee meetings

**Hours and management**

* The role is for 2 days equivalent a week, based on 15 working hours
* Managed through the Horsforth Chaplaincy Project
* Work from home
* 10 holidays per year (Pro rata based on 25 days for a full-time role), plus statutory bank holidays
* Working with the steering committees of OLK and Horsforth Town of Sanctuary for on-going activities

**Skills and experience**

Essential

* Experience of working with people seeking asylum, refugees and vulnerable migrants, or appropriate lived experience
* An understanding of the barriers facing refugees and people seeking asylum
* Awareness of the asylum process and the range of issues experienced by asylum-seekers and refugees
* Awareness and respectful understanding of the different faith backgrounds of people seeking asylum and refugees.
* Respectful understanding of the role, context and practices of the churches and Christian agencies involved in the project, and of the role of faith motivation of those who volunteer and work there.
* Experience of working with people from BME backgrounds, including those where English is not their first language
* Experience in developing and delivering training sessions and workshops to be delivered to diverse groups of volunteers, practitioners and professionals
* Experience in working with interpreters and establishing good working relationships with other organisations and professionals engaged in the sector
* Excellent organisation and prioritisation skills
* Excellent interpersonal and both written and spoken communication skills
* Able to exercise initiative and judgement to make decisions when working alone
* Able to work as part of a team
* IT skills - Microsoft Office and preferably with WordPress
* A good working knowledge of the refugee support sector in Leeds
* Flexible, able to travel within the local area and attend meetings and events at varying times

Desirable

* Experience in project management
* Experience supporting volunteers
* Voluntary or paid work in community development
* Voluntary or paid work with asylum-seekers and refugees

**Application Process**

To apply for this role, please email Rhoda Wu on [rhoda@horsforthchaplaincy.org](mailto:rhoda@horsforthchaplaincy.org)with yourCV and a letter clearly stating why you are interested in this role and why you think you would be suitable for it, including the names and contact details of two referees.

**Deadline:** Application to arrive no later than 5pm Friday 2nd February.

If you would like to ask any questions or discuss the role and context of the work before applying, please email Ian Kemp on [kempsbt@aol.com](mailto:kempsbt@aol.com) (after 17th January due to holiday).

**Probable date of interviews:** Tuesday 13th February

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