

Job Description and Person Specification

Job Title: Project Worker: Placement Support and Projects

Employer: RefugeeYouth Ltd

Location: The Friends Meeting House, Croydon and The White House, Oval

Accountable To: Development Worker

Accountable For: Student Placements

Hours of Work: 10 hours a week

Salary: £12.82 p/h

Conditions of employment: Self-employed position

**Overall purpose of the Post**

For the last four years RefugeeYouth has been running APOW - Amazing People Of the World; a fun, vibrant, safe and non-judgemental space in which young refugees can come together to build a sense of belonging and develop new friendships. We hold weekly sessions in Croydon, where many young people come together to discuss and learn about different cultural, societal and political topics and use creative arts to explore and express their ideas and feelings and develop the skills to navigate the systems around them. And our work is enhanced and complemented by residentials and exciting collaborative events.

APOW project worker will be committed to the core values of RefugeeYouth and work with young people and colleagues to build a rich and varied programme of creative activities and projects, focusing support on leadership and development programs.

Create opportunities within specified projects for young people in refugee communities across London to:

* find friendship and belonging, especially those who are most vulnerable and isolated
* become involved in the wider RefugeeYouth programme
* test out their ideas and develop leadership skills

Furthermore in this role the Project Worker will oversee the coordination and supervision of a small number of student placements.

**Main duties and responsibilities:**

* Planning and Execution of activities

The responsibilities for this position include also being involved at the many stages of direct APOW activities. The sessional worker works together with the DW to make sure activities run smoothly and young people are involved at all stages. Further the sessional worker will specifically be responsible for the effective involvement of placement students.

* + Support Development Worker with long and short term planning
  + Short term planning
    - Hold weekly planning meetings with DW to define the week’s activities (Friday sessions + )
    - Distribute information about APOW activities (session plans, trips, events) to young people and volunteers (Whatsapp, Facebook, Phone calls, etc.)
      * Make sure key young people have the necessary information, support and are attending
  + Long term planning
    - Facilitate monthly planning meetings with the core group of young people to ensure continuity and participation
    - Develop models for young people’s overall participation in the planning process
    - Maintain contact with external organisations, groups and individuals that we plan to collaborate with (artists, ‘experts’, other youth groups / projects, etc.)
  + Running of APOW activities
    - Support the running of Friday sessions
      * Support DW to make sure materials and preparations are in place before start of the session
      * Make sure session plan is communicated to everyone and implemented / changed
      * Support young people to run / facilitate activities
      * Support the DW with logistical tasks such as housekeeping and giving out of consent forms
      * Make sure external facilitators and placement students are welcomed and able to run activities
      * Make sure necessary information is communicated
    - make contact and develop relationships with external agencies and organisations
    - Help with the organising of trips, events, residentials and other non-Friday activities – as they are planned during monthly meetings
    - Support the participation of young people in the planning and running of these activities
* Support and Supervision of Goldsmiths placement students
  + Function as a link between the Goldsmiths MA ‘Applied Anthropology – Community & Youth Work’ and APOW
  + Advertise placement opportunities to potential placement students (via email or in person during inductions in September)
  + Make initial contact with potential placement students and discuss their involvement with APOW – take care of necessary paperwork (Placement contracts, DBS checks, etc.)
  + Induct placement students, explain RY/APOW structure and core values and define placement roles - make sure they are able to work effectively with the rest of the organisation (staff, volunteers, young people)
  + Hold regular supervision with placement students – to make sure the placement is beneficial to their learning as well as the project
  + Maintain link with the Goldsmiths’ STACS department (specifically Kalbir Shukra) and explore other possibilities of collaboration
    - Lecture for Youth Work students run by APOW
    - Use of Goldsmiths facilities for events, meetings, etc.
    - Etc.
* Administrative Tasks

The sessional worker is further involved in the organisation’s administrative tasks – part of their responsibilities is finding ways of involving young people and placement students with these.

* + Maintain and update database to keep track of numbers of participants and young people’s contact information
  + Create consent and information forms for non-Friday activities (trips, events, residentials)
  + Contribute to reports to funding bodies and trustees

**PERSON SPECIFICATION**

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| **Experience** | **Essential** | **Desirable** |
| A qualification in and/or experience in youth work  Structured developmental support of others (staff/volunteers/young people)  Volunteer coordination/management  Youth work with young refugees  Community-based projects  The voluntary sector  Participation Action Research | ✓  ✓  ✓ | ✓  ✓  ✓  ✓ |
| Knowledge | Essential | Desirable |
| A good working knowledge of Safeguarding and Child Protection Legislation  Knowledge of the issues affecting refugee communities in London  Knowledge of recent policy in relation to refugees and asylum seekers  An understanding of the psychological impact of experiences on young people | ✓ | ✓  ✓  ✓ |
| Skills | Essential | Desirable |
| Excellent communication and ‘people’ skills  Excellent report writing skills  The ability to relate to people of different ages/backgrounds/cultures and work to build mutually respectful relationships  Tact, patience and understanding  A non-judgemental attitude  The ability to work in a team and also use your own initiative  The ability to assess situations and take appropriate action independently  Resilience; to cope with difficult situations and challenging clients  Good time management and organisation skills  Computer literacy and administration skills  A supportive attitude towards young people finding their power and becoming leaders | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| General | Essential | Desirable |
| Adhere to all legislation and policies and procedures in relation to working with young people  Willingness to work as an integral part of a team, including contributing to team meetings, supervision, development days  Agreement to an Enhanced DBS Check  An understanding of and a proactive commitment to diversity and equal opportunities  A flexible and adaptable approach  Agreement to work pre-agreed evenings and weekends | ✓  ✓  ✓  ✓  ✓ |  |