



Freelance Project Lead (APOW)

Hours: 12 hours per week

Salary: £17- £20 per hour

Location: Remote working except session delivery

Weekly fixed sessions: Every Wednesday at 6:00 to 9:00PM

Session venue: Friends Meeting House Quakers, Croydon (plus other ad-hoc locations)

Reports to: Charity Director

Possibility for role to become fixed term contract for a project manager part-time £28k pro rata, (subject to funding)

About us

Refugee Youth is dedicated to tackling the isolation and challenges experienced by young people who are forced to navigate an increasingly difficult immigration and asylum system, often on their own. We work with over 100 young people each year to increase their wellbeing, build their connection to the community and offer opportunities for the future.

Are you passionate about supporting young refugees and asylum seekers to improve their lives and reach their potential? Do you want to work with people from refugee and diverse backgrounds?

We are looking for a skilled and highly motivated Freelance Project Lead to join our friendly and busy team and take responsibility for the delivery of our [APOW](#) (Amazing People of the World) Project, in Croydon.

They will be a self-starter, comfortable managing their own time and working to competing deadlines. They will be a natural relationship builder and innovative thinker. The ideal candidate will be adept at navigating information to develop a clear and powerful case for support.

You will be supported in your role by committed volunteers and report directly to the Director of the charity who will support your development in the role. Most importantly, you will be at the heart of an organisation which acts as a platform for young refugees, enabling them to flourish across many different aspects of their lives.



Key Responsibilities

- Managing incoming referrals, liaising with referrers, making initial contact with the referred young person, and offering appropriate support
- Maintaining outreach efforts with current outreach collaborators and creating a multi-layered and ongoing outreach plan
- Planning and delivery of weekly sessions and quarterly trips
- Ensuring the safeguarding of our young people as the highest priority and following up with all safeguarding concerns according to RefugeeYouth's procedure and standards
- Ensuring young people's thoughts, ideas and interests are being heard and implemented in the delivery of every project
- Building and maintaining partnerships with like-minded organisations and maintaining ongoing liaison with delivery partners, supported by the Director
- Conduct appropriate surveys and monitoring & evaluation sessions on a quarterly basis to continually improve our work and report on our impact
- Compiling and completing funders project reports
- Line management of sessional workers and volunteers when needed
- Offering 1-1 support to the young people of APOW in the form of general wellbeing checks, sharing internal and external opportunities, signposting and occasional assistance with more general practical support (e.g. supporting with applying for jobs/universities, writing letters of support for immigration cases).

Person Specification

Essential

- Experience of working in the charity sector
- Experience in basic project management
- Experience of coordinating outreach plans
- Experience of monitoring project spending/financial planning
- Excellent written and verbal communication skills
- Excellent personal organisation skills, including time management and IT literacy
- Excellent problem-solving skills and innovative planning and development skills
- A proactive approach, self-motivated and self-reliance to undertake the role and achieve positive results whilst also being effective at working within a small team
- Agreement to adhere to relevant Refugee Youth's policies and procedures
- Passion for working with young people from refugee and migrant backgrounds



Desirable

- Having lived experience of the asylum process in the UK
- Speaking a community language (e.g., Arabic, French, Spanish, Tigrinya)
- Experience working with young people & knowledge of the youth sector
- Experience of working in migration/refugee sector
- Knowledge of and training in safeguarding procedures

Application Instructions

Please email your CV along with a covering letter (Max 500 words) to hello@refugeeyouth.org telling us:

- why you would be well suited to this position at RefugeeYouth
- why you want to work with young refugees.

We are happy to discuss flexible working arrangements as required.

Applications close on the 3 December 2021 at 6:00 PM.

Interviews will be held week commencing 13 December 2021.