



## **Freelance Project Lead - Female Only (Super Girls)**

***Hours: 12 hours per week***

***Salary: £17- £20 per hour***

***Location: Remote working except session delivery***

***Weekly fixed sessions: Every Tuesday at 5:30 to 7:30PM***

***Session venue: Sundial Community Centre, Hoxton, Hackney & sometimes other locations (mainly London) if required***

***Reports to: Charity Director***

### **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 refugee girls and women 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 [Super Girls Project](#), in Hoxton.

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. They will also be passionate to help young refugee girls and support them to become autonomous and independent young women.

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. And most importantly, you will be at the heart of an organisation that is a platform for young refugee women to flourish in so many aspects of their lives.



## Key Responsibilities

- Managing incoming referrals, liaising with referrers, making initial contact to connect with the young person, and offering appropriate support.
- Maintaining partnerships and outreach efforts with current collaborators and build new partnerships supported by the director and the team.
- Planning and delivery of weekly sessions and monthly local trips
- Ensuring the safeguarding of our young women is the highest priority and following up with all safeguarding concerns
- Ensuring young people's thoughts, ideas and interests are being heard and implemented in the delivery of the project
- Conduct appropriate surveys and monitoring & evaluation sessions on a quarterly basis
- Compiling and completing funders project reports
- Line management of sessional workers and volunteers when needed
- Offering support for young refugee girls through encouraging internal further opportunities or signposting.

## 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, Amharic, Tigrinya)
- Experience working with young girls and women & knowledge of the youth sector
- Experience of working in migration/refugee sector
- Knowledge of Gender equality and GBV issues
- Experience working with Non-native English speakers
- 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](mailto:Hello@refugeeyouth.org)

telling us:

- why you would be well suited to this position at RefugeeYouth
- why you want to work with young refugee girls and women.

We are happy to discuss flexible working arrangements as required.

Applications close on the 3<sup>rd</sup> of December at 6:00 PM.

Interviews will be held W/C 13<sup>th</sup> of December 2021.