

## Support Coordinator – Migrants and Displaced People

<b>Title of role</b>	<b>2 x Support Coordinator – Migrants and Displaced People</b>
<b>Contract Type</b>	Fixed term to 31st October 2024, with possibility of further extension. To commence in January 2024
<b>Hours</b>	3 days per week (22.5 hours)
<b>Location</b>	Post 1 - Based in Hastings and Rother  Post 2 - Based in Wealden
<b>Reports to</b>	Operations Manager
<b>Benefits</b>	Holiday: 20 days additional to bank holidays (pro-rated for part time), rising with service to max of 30 days  Pension: 5% salary sacrifice met by a 3% contribution from The Refugee Buddy Project  Employee training budget  Family-friendly workplace
<b>Overall purpose of role</b>	<p><b>Support Coordinator – Migrants and Displaced People</b></p> <p>Working with all the displaced communities locally including (but not exclusively):</p> <ul style="list-style-type: none"> <li>• Ukrainian Guests</li> <li>• Resettled Syrian and Afghan families and individuals</li> <li>• Asylum Seeking families and individuals</li> </ul> <p>Our Support Coordinator will work with migrant and displaced communities, ensuring their needs are being met and assisting them directly or referring them internally or externally where necessary. They will also support their ideas of self-organising, and identify potential community organisers from those communities to support and mentor.</p> <p>Responsible for running activities and events, leading community action campaigns, building relationships and networks locally which enable migrants and displaced people to develop their collective power to act together for the common good.</p> <p>A large part of the role will be listening to people’s concerns, ideas and helping guide these conversations to action. You will</p>

	<p>facilitate the capacity building for local people by providing one-to-one support, mentoring, and training.</p> <p><b>Events Organising:</b></p> <p>You will take the lead on specific projects and events. Within all your work, you will ensure compliance with in-house systems and multiple contractual and funding requirements. You will support the team to achieve wider service deliverables and may include targeted outreach and marketing for other contracted or funded services.</p> <p><b>Project Monitoring:</b></p> <p>Your work will include contributing to the impact measurement and other communications output of The Refugee Buddy Project's work, including producing copy, case studies, periodic reporting, blog posts and website content. A strong understanding of how your role sits within the wider work of the organisation and building strong relationships internally, as well as using your excellent communication skills to work within the wider community, is essential to the role.</p> <p>Experience or understanding of Community Organising is desirable.</p> <p>Due to the nature of the role, evening and weekend work will be required. Time off in lieu (TOIL) will be given for these hours.</p>
<p><b>Key responsibilities</b></p>	<p><b>Working with participants</b></p> <ul style="list-style-type: none"> <li>• Deal with day-to-day issues and concerns, while compiling these into broader reports to analyse patterns and devise actions in response</li> <li>• Train participants in community organising skills</li> <li>• Organise regular participant meetings</li> <li>• Support leaders to find their own way to contribute to our vision.</li> <li>• Mobilise supporters to pressure people in power to create real and sustainable change.</li> </ul> <p><b>Working with volunteers</b></p> <ul style="list-style-type: none"> <li>• Train volunteers in community organising skills</li> <li>• Recruit and coordinate volunteers</li> <li>• Establish and run volunteer information events to recruit new volunteer leaders, and create pathways for volunteers to engage in our campaigns</li> <li>• Organise regular volunteer meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Support leaders to find their own way to contribute to our vision.</li> </ul> <p><b>Working with partners and external organisations</b></p> <ul style="list-style-type: none"> <li>• Developing the partnership network of The Refugee Buddy Project in close consultation with the CEO</li> </ul> <p><b>Media and Comms</b></p> <ul style="list-style-type: none"> <li>• Work regularly with the social media and comms team</li> <li>• Speak to the media on behalf of The Refugee Buddy Project in close consultation with the DOC</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Other duties as required by the organisation</li> </ul>
<p><b>Personal qualities, skills and experience required</b></p>	<p><b>Talent &amp; Capabilities (Essential)</b></p> <ul style="list-style-type: none"> <li>• Demonstrated talent for project and event management</li> <li>• Demonstrated ability to build and maintain effective relationships with various stakeholders</li> <li>• Strong alignment with our vision and a commitment to building participant leadership.</li> </ul> <p><b>Skills &amp; Experience (Desirable)</b></p> <ul style="list-style-type: none"> <li>• An understanding of campaigning work.</li> <li>• Experience running trainings, information sessions and/or volunteer meetings</li> <li>• Strong communication skills and experience motivating people to take online and offline action through email and social media.</li> </ul>
<p><b>Other Requirements</b></p>	<p>To comply with the policies and procedures of the Project, including but not limited to GPDR, Safeguarding and Equality and Diversity.</p> <p>The ideal candidate must be a keen supporter of refugee and migrant rights, and show commitment and resilience.</p> <p>Candidates must have a good knowledge of the area they will be working in. Due to the level of travel involved the post holder for Wealden must be a qualified driver with access to a car. Travel expenses will be paid.</p>
<p><b>Training</b></p>	<p>To be provided by the Project in the first month of the role, and on an ongoing basis where required.</p>