



Vacancy: Refugee and Migrant Support Practitioner (Family Befriending Project) – Maternity Cover

Birmingham Community Hosting Network (BIRCH) aims to support vulnerable asylum seekers, refugees and other migrants through the hospitality of Birmingham residents.

An opportunity has arisen for a Refugee and Migrant Support Practitioner to join our small team and lead our family befriending project 22 hours per week for a fixed term of 12 months as maternity cover. Most of this post is funded by the Controlling Migration Fund grant we recently secured via the West Midlands Strategic Migration Partnership (WMSMP) to enable us to develop our family befriending work and offer befriending to a wider area across the West Midlands.

Our Family Befriending Project matches young refugees (aged 16-25) with volunteer families who offer to share a weekly or fortnightly meal with them on a regular basis. The young refugees who benefit from this project have all come to the UK alone without their families and the majority are care leavers. They benefit from being welcomed into a family environment and feel better supported and less isolated. The host family does not intend to replace a young person's birth family but will go some way to meeting some of the emotional needs families usually fulfil, helping young people to feel that they are cared about.

If you are interested in this opportunity, please send a CV and covering letter to lizzy@birchnetwork.org

Interview date tbc- likely during the first week of May 2019. Preferred start date: early June 2019.

Title:	Birmingham Community Hosting Network (BIRCH) Refugee and Migrant Support Practitioner- Family Befriending Project 22 hours per week
Closing Date:	5pm, Friday 26th April 2019
Location:	Birmingham and wider West Midlands including Coventry, Dudley and Sandwell. Will involve mixture of homeworking, hot desking at Moseley Exchange, home visits, travel to different locations across West Midlands etc.

Job Description – Refugee and Migrant Support Practitioner

Payscale:	NJC point 20, £25,295 per annum pro rata (£14,997.84 actual) / £13.11 per hour
Contract:	Maternity cover - fixed term post for 12 months.
Hours:	22 hours per week – the post does involve evening and weekend work
Benefits:	Pension contribution + refund of work related travel expenses
DBS Level Required:	Enhanced
Reporting to:	Trustees, Steering Group, colleagues
Job Purpose:	<p>To develop and manage BIRCH's Family Befriending Project, recruiting volunteer families to befriend unaccompanied and former unaccompanied asylum seeking children aged 16-25. To provide advice and advocacy to befriended young people and support volunteer families to build positive relationships with their befriended. Currently, the project mostly operates within Birmingham but we need to expand the befriending project into Coventry, Dudley and Sandwell too. This will involve liaising with key agencies and social work teams in all four of our target localities, providing outreach sessions at appropriate groups/drop-in services, recruiting volunteers from these areas and meeting young refugees who live there. Monitoring and evaluation of the project and participants will also be a key aspect of the project, as well as coordinating quarterly well-being sessions for volunteer befrienders and young refugees. The project will involve conducting well-being questionnaires with a range of stakeholders, facilitating well-being workshops and overall responsibility for evaluating the project.</p> <p>The postholder will also be required to be the key liaison person with WMSMP and be required to provide monitoring data and reports to other funders as and when required.</p>
Key Activities:	<ol style="list-style-type: none"> 1. Volunteers – to recruit, train and supervise volunteers as family befrienders to develop and extend the support available to our service users. 2. Engagement with young refugees – processing referrals for befriending from other agencies, meeting young people to promote the project, facilitating their engagement with the project, promoting their well-being. 3. Casework –to provide young refugees and volunteers with information, advice and

Job Description – Refugee and Migrant Support Practitioner

	<p>support including access to appropriate support services, legal support and awareness of their rights and entitlements. To provide advocacy on behalf of young refugees where necessary.</p> <ol style="list-style-type: none">4. Safeguarding – to ensure the safeguarding and health and safety of service users in accordance with BIRCH policies and procedures.5. Well-being workshops – to coordinate quarterly well-being workshops, recruit appropriate facilitators, venues, etc6. Evaluation methods – to help develop evaluation methods and data capture to assess the impact of the project, for: young refugees, volunteers befrienders and referral agencies.7. Relationships and networking – build and maintain networks and relationships with agencies to further the mission of BIRCH, to develop referral pathways, promote the project and ensure appropriate ongoing support for volunteer befrienders and young refugees.8. Controlling migration fund – to be the key contact person and project lead for this fund, engage and attend all appropriate meetings relating to the funding and the WMSMP9. Information – To maintain and develop effective systems for monitoring, evaluating and reporting on work.10. Monitoring and reporting– to complete progress reports and evaluations in line with funding requirements.11. Administration – to undertake administration tasks related to the post including volunteer recruitment, expenditure, casework and all other related tasks.12. Funding- to be proactive in searching and applying for funding to continue existing areas of work and develop new areas. To ensure that funding is reported on in a timely manner.
--	--

Job Description – Refugee and Migrant Support Practitioner

	<p>13. Influence- being proactive in sharing the work we do with others via the website, social media, quarterly newsletter, events etc.</p> <p>14. Policies and procedures: to adhere to all relevant BIRCH policies and procedures inc: lone working, risk assessment, confidentiality, data protection and equal opportunities etc</p> <p>15. Governance- attending and contributing to quarterly Steering Group meetings. Developing a culture of accountability. Working with colleagues to ensure the organisation runs within the guidelines set by The Charity Commission.</p>
<p>Attainments:</p>	<p>In order to be considered for this post you will have to demonstrate that you already have:</p> <p>Experience – essential</p> <ul style="list-style-type: none"> - Experience recruiting and supporting volunteers - Relevant experience in working with and supporting individuals, families, children or young people from refugee and migrant backgrounds - Experience of identifying need and supporting people who are dealing with complex and sensitive issues <p>Qualifications</p> <ul style="list-style-type: none"> - A good general standard of education <p>Work based knowledge of</p> <ul style="list-style-type: none"> - Issues affecting migrant and refugee individuals - Effective methods of working with vulnerable individuals - Safeguarding - Health and safety <p>Skills</p> <ul style="list-style-type: none"> - Clear and concise written and verbal communication skills - The ability to listen to others and work in a non-judgmental way - The ability to problem-solve, plan and negotiate in a creative way - IT Skills in word processing and email - Strong organisational skills - Ability to multi task - Efficiency- getting a lot done in a short space of time

Job Description – Refugee and Migrant Support Practitioner

	<ul style="list-style-type: none">- Ability to build strong and effective working relationships with vulnerable service users from a wide variety of backgrounds and ages <p>Desirable:</p> <ul style="list-style-type: none">- Knowledge of issues affecting refugee young people, in particular unaccompanied asylum seeking children (UASC) and former UASC.- Experience of advice and advocacy work with refugees, asylum seekers and their families and other migrant groups- Knowledge of destitution amongst asylum seekers- Working knowledge of asylum, immigration and housing legislation.- Knowledge of various support agencies, voluntary and statutory for refugees and asylum seekers in Birmingham and West Midlands- Personal experience of having volunteered on a befriending scheme or having managed a befriending scheme- Experience of having worked for a small charity with only one or two part-time staff members with minimal supervision- Experience of developing partnerships with other organisations and effectively<ul style="list-style-type: none">- representing an organisation externally- Experience of fundraising, especially from small trusts
<p>Special Job Circumstances:</p>	<p>This post has the following special circumstances:</p> <ul style="list-style-type: none">● Hours/days of work are flexible. Days may change from week to week. The successful candidate will be responsible for managing their own diary and scheduling meetings and appointments around their other work/ personal commitments (for example, one week may entail an introductory meeting with a young person and family during an early evening, attending a youth club to take referrals on another evening and an advocacy session with a young person on another afternoon.) Tasks will vary from week to week. The post will involve regular evening work and occasional weekend work.● Travel will be required in the West Midlands area. Own transport preferable although not essential.● Enhanced DBS Check is required <p><i>(Please note: if you have difficulty meeting these conditions because of a disability or family</i></p>

Job Description – Refugee and Migrant Support Practitioner

	<p><i>circumstances we will discuss it with you in order to consider reasonable adjustments to the job or working conditions)</i></p>
--	---