



2 Vacancies: Refugee and Migrant Support Practitioner (Meet & Greet Project) – 7 & 6 hours per week. 12 month fixed term contract.

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

Two Refugee and Migrant Support Practitioners with youth and play work experience are required to join our small staff team & volunteers to organise our “Meet & Greet Project” for newly arrived asylum - seeking families with children plus other isolated asylum - seeking adults with children.

The Meet & Greet session plans to meet once per week during the day in a central Birmingham location.

The aim of the Meet and Greet Project is to provide a welcoming environment for newly arrived asylum - seeking families with children. You will prepare and deliver activities for both parents and children. The worker employed for 7 hours per week will take the lead in recruiting, supervising & supporting a team of volunteers. The worker employed for 6 hours per week would be expected to take the lead in planning and delivering children’s activities.

If you are interested in this opportunity, please send a CV and covering letter explaining how you meet the requirements of the Person Specification to birchnetwork@gmail.com . Deadline 19th November 2019.

Interview date tbc- likely during the 1st week in December 2019. Preferred start date: January 2020.

Title:	Birmingham Community Hosting Network (BIRCH) Refugee and Migrant Support Practitioner(s)- Meet & Greet Project 6 & 7 hours per week
Closing Date:	5pm Tuesday 19th November 2019
Location:	Inner- city Birmingham. These posts involve planning, delivering and supervising a once per week-day - time session

Job Description – Refugee and Migrant Support Practitioner

	for newly arrived and isolated asylum - seeking families with children. Recruiting, supporting & supervising volunteers, escorting families from the Initial Accommodation hostel, designing and delivering activities for children and their parents.
Payscale:	NJC point 20, £25,295 per annum pro rata. £13.11 per hour.
Contract:	Fixed term post for 12 months.
Hours:	6 & 7 hours per week
Benefits:	Pension contribution + refund of work - related travel expenses.
DBS Level Required:	Enhanced
Reporting to:	Trustees, Steering Group, colleagues
Job Purpose:	To develop and manage BIRCH's Meet & Greet Project, recruiting supervising & supporting volunteers to befriend asylum seeking adults with children. To work with other stakeholders that support this project. Recording outputs and feedback from participants and volunteers. Recording a weekly debrief after each session. Both postholders will be required to liaise and occasionally report with a designated BIRCH worker or a BIRCH Steering Group member.
Key Activities:	<ol style="list-style-type: none"> 1. Volunteers – to recruit, train and supervise volunteers to develop the service we offer. 2. Safeguarding – to ensure the safeguarding and health and safety of service users in accordance with BIRCH policies and procedures. To carry out risk assessments & DBS checks. To act as the Designated Child Protection leads for the session. 3. Designing, resourcing and delivering activities for adults and children attending the weekly session. 4. Evaluation methods – to help develop evaluation methods and data capture to assess the impact of the project in order improve our service. 5. Relationships and networking – build and maintain networks and relationships with our supportive stakeholders.

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	<ol style="list-style-type: none"> 6. Monitoring and reporting– to complete weekly registration and session debrief to record outputs for Annual Report & our funders. 7. Administration – to undertake administration tasks related to the post including volunteer recruitment, expenditure, session debrief with volunteers and colleague. 8. Influence- being proactive in sharing the work we do with others via the website, social media, quarterly newsletter, events etc. 9. Policies and procedures: to adhere to all relevant BIRCH policies and procedures including:- risk assessments, confidentiality, Child Protection, data protection and equal opportunities. 10. Governance- reporting to quarterly Steering Group meetings. Working with colleagues to ensure the organisation runs within the guidelines set by The Charity Commission.
<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"> - Proven experience recruiting, supervising and supporting volunteers - Relevant experience in working with and supporting individuals, families, children or young people from refugee and/or migrant backgrounds. - Proven experience of delivering activities for children <p>Qualifications</p> <ul style="list-style-type: none"> - A good general standard of education. - See Desirable below. <p>Work based knowledge of</p> <ul style="list-style-type: none"> - Issues affecting migrants and refugees - Effective methods of working with vulnerable individuals - Safeguarding children. - Health and safety - Child development

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	<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.- Proven organisational skills <p>Desirable:</p> <ul style="list-style-type: none">- A recognised professional qualification in youth, community or play work or Teaching qualification.- Knowledge of issues affecting -asylum seekers.- Experience of advice and advocacy work with refugees, asylum seekers and their families and other migrant groups- First Aid qualification.- Working knowledge of asylum, immigration and housing legislation.- Knowledge of various support agencies, voluntary and statutory for refugees and asylum seekers in the West Midlands- Personal experience of having volunteered- Experience of having worked for a small charity with only a few part-time staff members with minimal supervision- Experience of developing partnerships with other organisations.
<p>Special Job Circumstances:</p>	<p>This post has the following special circumstances:</p> <ul style="list-style-type: none">● Hours/days of work. One regular day delivering session based in central Birmingham community centre. 7 hour per week post will be expected to prepare for the session including contacting volunteers the day before session. The 6 hour per week post will be expected to spend time preparing activities before the weekly session. Liaison between posts is essential.● Own transport preferable although not essential. However, 7 hour per week post may need to transport food and refreshments.● Enhanced DBS Check is required.● You may be required to carry out from time to time other activities commensurate with this post & the operational running of Birmingham Community Hosting Network - BIRCH team.

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	<p><i>(Please note: if you have difficulty meeting these conditions because of a disability or family circumstances we will discuss it with you in order to consider reasonable adjustments to the job or working conditions)</i></p>
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