



Refugee Radio

## **Refugee Radio Community Resilience Project 2018**

### **The role**

<b>Title</b>	Resilience Project Worker
<b>Location</b>	Throughout Brighton and Hove and Sussex, including but not limited to: Community Radio Station, Community Centres and some working from home
<b>Reports to</b>	Chief Executive
<b>Pay</b>	£24,472 pro rata (including Employer's NI and Pension) 12 months fixed term contract
<b>Hours</b>	17.5 hours per week (flexible availability desired)

Job-sharing will be considered for this role. Applicants are invited to apply either for the full role of Resilience Project Worker (100% of the post) or one of two aspects: Support Group Chair (20% of the post) or Outreach and Casework (80% of the post), if they feel they do not have the qualifications and experience for both aspects of the role.

### **Purpose and background**

To help deliver Refugee Radio's Community Resilience Project to the highest professional standard. Routine work is set and supervised by the Chief Executive and the Trustees. The work will involve: recruiting participants from the refugee and migrant community; co-ordinating a weekly support group for refugees, asylum seekers and vulnerable migrants with mental health issues; co-ordinating a training programme; providing individual outreach support, advice and casework outside of the group meetings; and delivering workshops in the community to raise awareness of mental health issues in partnership with the project beneficiaries. The work will also involve monitoring and evaluation to ensure the project's targets are met.

This is a complex role with two distinct aspects. The ideal candidate will have flexibility throughout the week where required to accommodate some of the support and casework, such as attending benefit tribunal appeals or responding to clients who are suicidal, that cannot easily be dealt with during fixed days. The ideal candidate will also be prepared to travel. The main focus of the work is in Brighton but there may be periods of delivery in other locations such as Eastbourne and/or Hastings. We welcome applications from individuals who have personal lived experience of mental health issues and/or the immigration system.

### **Key Responsibilities**

#### **Delivery**

- Help the project manager to run the project on a day to day basis
- Take responsibility for the project and represent the organisation at local and national networks

#### **Outreach and support**

- Working in partnership with local community groups and charities, promote the project to refugees, asylum seekers and vulnerable migrants as beneficiaries

- Meet with participant and volunteers outside of the panel meetings on a one-to-one casework basis to provide outreach support, advice and advocacy including representation at benefits appeals
- Make presentations both formally and informally to groups including impromptu public speaking about the project
- Network with other agencies and organisations on a national and international basis
- Co-ordinate training for participants
- Develop and deliver workshops related to migration and mental health to the general public.

#### Support Group

- Co-ordinate the panel's support group meetings every week and the training programme
- Take responsibility for overseeing risk assessments and consultation with external psycho-therapeutic teams
- Handle the petty cash system for travel expenses
- Ensure that health and safety regulations are complied with
- Conduct initial screening with all participants and monitoring and evaluation including baseline interview questionnaire and exit questionnaire.
- Attend meetings as required to ensure good relations and open communication with the group

#### Monitoring and evaluation

- Conduct monitoring and evaluation of the work on an ongoing basis including the development and testing of new questionnaires and annual surveys
- Produce reports and other communications including project promotional leaflets using Publisher or similar package, ensuring any images are used with consent

#### Finances

- Ensure all expenses have the required invoice or receipt for a clear audit trail
- Ensure all purchasing complies with best practice, for example obtaining multiple quotes where appropriate

#### Participation

- Maximise meaningful involvement of the local refugee and asylum seeker community in the project as participants and as decision makers
- Co-ordinate the volunteers and other methods of participation and accountability
- Build positive and influential relationships with key stakeholders while keeping up to date with all relevant refugee and broadcast issues

#### Development

- Support the Chief Executive in researching the need of the community and developing new projects in response to that need
- Support the Chief Executive in fundraising for any continuation or expansion of the project, including collaborating on developing bids, grant applications and general appeals.

### **Person Specification**

#### **Qualifications and training:**

##### *Essential*

- Degree in a related subject (e.g. Psychology, Sociology, International Relations)
- Training and/or experience in working with vulnerable adults, especially around mental health/PTSD

*Desirable*

- Post-graduate qualification in related subject
- Training and/or experience in human rights, immigration or asylum
- Qualification in working with mental health issues
- Membership of a professional body

**Experience and knowledge:**

*Essential*

- Working with refugees or BME groups
- Working with mental health issues
- Experience of running a support group

*Desirable*

- Experience of managing volunteers
- Experience in the voluntary sector
- Proven experience of participation in practice
- Experience of independent working
- Second language (especially Arabic, Farsi or French)

**Skills and abilities:**

*Essential*

- Proven ability to relate to individuals from a wide range of backgrounds with different needs
- Sensitivity to ways of working with and communicating with diverse cultural and ethnic groups, with people whose first language is not English
- Exceptional interpersonal and communication skills, verbal and written
- Flexible approach to working hours as out of hours work is required

*Desirable*

- Interview skills
- Drama or comedy/performance skills
- Financial management of expenses budget
- Fundraising and new product development