

Job Description

**Job Title:** Project Worker



**Responsible to:** Service Manager



**Salary:** Temporary Contract,£21,000 per annum gross (pro rata for a 16 hour week)



**Duration**: 6 months, June 2019 – Dec 2019, dependent on start date



**Managing:** N/A



**Location:** Reading and surrounding area



**Last updated:** 25th April 2019



Context

Sanctuary Hosting was initiated in March 2015 by Oxford City of Sanctuary in order to contribute one solution to the problem of homeless sanctuary seekers on our streets. The project matches destitute asylum seekers, refugees and vulnerable migrants to people with spare rooms and open hearts in the community, who are prepared to have someone to stay with them rent free for a pre-defined period of time.

Sanctuary Hosting is a registered UK Charity managed by a board of trustees.

The scheme attaches great importance to ensuring that hosts and guests are properly assessed and supported and that everything is done to ensure that placements are safe and have the best possible chance of succeeding. All hosts are visited and interviewed and DBS and reference checks are undertaken.

Since its inception the scheme has been successful in helping 78 people who were homeless to find accommodation and in providing over 15,000 nights of accommodation to people who would otherwise have been homeless.

Following a successful bid to the Big Lottery in partnership with the British Red Cross and Citizens Advice Reading in 2016, Sanctuary Hosting has been expanding over the three counties of Oxfordshire, Buckinghamshire and Berkshire.

Overall Purpose of the Post

The Project Worker will be responsible for expanding and consolidating the service in the Reading area. At the moment the majority of hosting takes place in Oxfordshire and we believe there is potential to grow the number of placements in Reading. The post holder will be responsible for forging links with local refugee service providers and community and faith groups in order to develop our understanding of homelessness among sanctuary seekers in the Reading area. The aim is to raise awareness of Sanctuary Hosting’s service, receive more referrals of suitable guests, find new hosts and support workers, and attract regular givers.

The post holder will also support existing volunteer hosts and support workers in the Reading area. Activities will include meeting new volunteers, carrying out interviews and working to ensure hosting placements are safe and running smoothly. The post holder will feed back to the Service Manager and Service Coordinator, who are based in Oxford, on a regular basis.

Main Duties and Responsibilities

**Service Development**

Build and maintain relationships with statutory, voluntary, community and faith organisations working with refugees, asylum seekers and vulnerable migrants in the Reading area in order to increase the number of suitable referrals.

Drive the recruitment of volunteer hosts, support workers and donors.

Proactively promote and publicise the Sanctuary Hosting scheme through attending relevant forums, meetings and events and giving presentations about the scheme.

Work productively and appropriately with existing partners namely the British Red Cross, Reading Refugee Support Group and Citizens Advice Reading.

**Administration**

Ensure records are securely maintained at all times in line with data protection legislation.

Respond to telephone and email enquiries about Sanctuary Hosting.

Log interactions with guests, hosts and support workers according to designated procedures.

**General**

Communicate with Service Manager via weekly update meetings, phone and email to ensure consistent implementation of Sanctuary Hosting procedures.

Implement and adhere to Sanctuary Hosting’s policies and procedures, including Health and Safety and Equal Opportunities.

Make known to the Service Manager any circumstances, errors or omissions that may have a detrimental effect on scheme and its volunteers and guests.

Commit to on-going professional development for yourself participating in relevant external meetings, forums and available training.

Work flexibly in accordance with the needs of Sanctuary Hosting, including undertaking out of hours and weekend work as required.

**E = Essential criteria** **D = Desirable criteria**

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| Person Specification | |
| Experience | * Experience of supporting refugees, asylum seekers and/or vulnerable migrants\*\*D |
|  | * Experience of supporting people facing homelessness\*\*D |
|  | * Experience of recruiting and supporting volunteers\*\*D |
|  | * Experience of developing and maintaining effective working relationships with external stakeholders\*\*D |
| Technical Skills / Knowledge | * Working knowledge of issues affecting refugees, asylum seekers and vulnerable migrants \*\*E |
|  | * In depth knowledge of the Reading area and in particular statutory and voluntary services that provide support to refugees, asylum seekers and migrants\*\*E |
|  | * Good IT skills including email, Word, Excel, databases, internet and social media\*\*E |
| Competencies | * Strong interpersonal skills\*\*E |
|  | * Strong sense of initiative with the ability to make and develop new contacts\*\*E |
|  | * Ability to communicate with people of diverse cultures and empower people by identifying and working with their strengths\*\*E |
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|  | * Ability to give verbal presentations\*\*E |
|  | * Ability to work flexibly as part of a team\*\*E |
|  | * Ability to motivate and support volunteers\*\*E |
|  | * Ability to manage own time and workload and prioritise a range of competing tasks\*\*E |
| Behaviours | * Uphold confidentiality in all aspects of work with service users, volunteers and colleagues\*\*E |
|  | * Recognise and value the contribution of others\*\*E |
|  | * Take responsibility for own actions and undertake reflective learning\*\*E |
|  | * Demonstrate a good understanding of equal opportunities and anti-discriminatory practices and the need to promote diversity \*\*E |
|  | * Empathy for the situation of sanctuary seekers\*\*E |
| Special Circumstances | * Able to work unsocial hours and respond to emergency situations as required\*\*E |
|  | * Able and willing to travel in Reading and the surrounding Thames Valley area on a regular basis as necessary\*\*E |
|  | * Current driving licence valid for use in the UK and access to own vehicle\*\*D |

