

## Asylum Welcome: Job Description

### Refugees and Migrant Communities Support Coordinator

#### **Purpose**

To work with Refugee and Migrant Community Organisations (hereafter called RCOs) to improve their own organisational strength, provide better services to members, collaborate with Asylum Welcome on issues of shared interest and promote community inclusion.

#### **Background**

Asylum Welcome recognises that RCOs are of many shapes, sizes and memberships, including people linked by interest, experience or ethnicity. For these purposes AW is also including organisations of migrants who may be marginalised or vulnerable, or are offering services to members who are, whether or not they are refugees or asylum seekers.

AW recognises that RCOs are often the first and an ongoing point of contact for new arrivals and those who are vulnerable or at risk. RCOs offer informal advice, friendship and supportive relationships. They often share information, opportunities and resource. Promoting a good and cooperative relationship between AW and RCO's will also help those clients access services offered by AW and partner organisations. Covid has added to the struggles of many RCO members, and the challenges on the political front are increasing for asylum seekers, so the voice and work of RCOs is now even more important.

Many RCOs want to improve their own strength, services to their own community and connectivity with other organisations, including public bodies and sources of funding.

AW wishes to assist these aims. The coordinator's role will support this work, partly within the framework of the funded OCF project, but more broadly by promoting collaboration, good partnership working and exploring other ways of assisting.

**Job title:** Refugees and Migrant Communities Support Coordinator

**Based At:** Asylum Welcome, Unit 7 NewTec Place, Magdalen Road, Oxford OX4 1RE, with flexibility for home working and travel to RCOs around the county.

**Duration:** 18 months initially, funded by Oxfordshire Community Foundation. The work is of strategic importance to Asylum Welcome and we are committed to seeking funds to extend the contract.

The appointment is for two days a week (0.4 FTE)



#### **Asylum Welcome**

Unit 7 Newtec Place · Magdalen Road · Oxford OX4 1RE  
01865722082 [www.asylum-welcome.org](http://www.asylum-welcome.org)  
Registered charity no.1092265 Company no.4361627

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**Salary:** Asylum Welcome's coordinator scale, £29350-£31,350, pro rate, according to seniority and experience.

**Responsible to:** Services Director.

### **The Role:**

1. Help identify RCOs across Oxfordshire, including those supporting vulnerable migrants, desirous of and meriting AW support, building on but not limited to existing contacts.
2. Understand RCO aspirations and needs and work with those that wish to to develop plans to achieve their goals, including agreeing measurable indicators of success.
2. Identify issues of shared interest and promote effective sharing of information and collaboration with a broad base of RCOs, including helping their voices be heard on relevant policy and political issues.
3. Where appropriate, offer organisational development support personally, where more appropriate bring in staff and volunteers with relevant skills to assist them and support this contact.
4. Work closely with the Volunteer Coordinator to recruit, train and supervise a group of volunteers who will give direct assistance to RCOs in their skill areas.
5. Manage the OCF small grants and any other funds raised to offer 2 financial assistance to RCOs.
7. Organise periodic meetings and relevant gatherings of all partners.
8. Organise the Refugee Assembly in early 2022.
9. Promote solidarity and togetherness among RCOs with the aim of close collaboration to air their voice and advocate for their demands in their joint working and advocacy.
10. Ensure proper planning, reporting formats and procedures are complied with to meet the commitments to the donor,
11. To liaise and work closely with Refugee Resource to ensure they are fully engaged in terms of identifying potential groups to support, drawing on their relationships and professional skills.
12. Help AW to identify other possible sources of support for AW to extend/ continue this work itself, but also to assist partners to access resources directly.



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## Person specification:

1. The post holder will have personal “life” as well as professional experience which enables them to relate to RCOs and their members, and vice versa.
2. Insight into the needs, hopes and experiences of asylum seekers, refugees and vulnerable migrants and their communities in the UK
3. Commitment to the values and aims of Asylum Welcome and the vision to see how this could be translated into practical actions.
4. An understanding of organisational development and the range of issues on which small community organisations may need support, including fundraising.
5. Experience of having run or advised community organisations, including the fundamentals of leadership, good governance and legal compliance.
6. A sensitive manner which respects the achievements and independence of RCOs but can also build strong partnerships and offer them support where desired.
7. Good team working and volunteer engagement skills to get the best out of AW, RR and other resources for whom the project will not be their primary concentration.
8. Personal and professional seniority and independence so they would be seen as a valuable and impartial resource by all communities and RCOs.
9. The openness to work flexible hours, including evenings in and around Oxford, to be able to work effectively with RCOs within their timeframes, not just ours.



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