

Wellbeing Activities and Volunteer Coordinator

This Post will manage the recruitment and support of volunteers and run projects and events aimed at supporting asylum and refugees in engaging in social and wellbeing activities, building networks, and getting to know the local area. Through a programme of holistic activities including, wellbeing activities, language support, employment support and cultural / community activities.

The Wellbeing Activities Coordinator and Volunteer Coordinator will introduce and support clients to different activities that will improve the mental health and wellbeing of asylum seekers and refugees through reducing isolation.

Job Title	Wellbeing Activities and Volunteer Coordinator
Contract	1 year – renewal subject to funding.
Reporting Responsibilities	<ul style="list-style-type: none"> • Reporting to Line Manager (TBA) • Coordinate with drop-in centre, liaising with the office manager, caseworkers, outreach workers, volunteers & external agencies.
Responsible for	<ul style="list-style-type: none"> • Volunteer befriending co-ordinator • Organising activities with a focus on wellbeing • All volunteers
Main Tasks and Accountabilities	
Wellbeing Activities	<ul style="list-style-type: none"> • To plan and run different client activities & events promoting wellbeing and integration. • Organising group activities at RSG to bring people together, provide opportunities to make social connections and reduce isolation. By running creative activities such as music, arts and crafts, social events, trips and other programmes as agreed with the line manager. • Run at least three information sessions about mental health and access to treatment for refugees and asylum seekers in Reading. • Liaise and communicate with other projects and organisations in Reading as appropriate, signpost and refer clients to group activities, and advertise programmes run by RSG to promote maximum participation. • To promote activities and events amongst the client group through appropriate means (emailing, texting posters, fliers, word of mouth) • To maintain data-driven records of the activities and events in coordination with the Digital Lead • To assist in the running of the weekly drop in centre.

<p>Volunteer Coordinator</p>	<ul style="list-style-type: none"> • Ensuring prompt reporting for impact and donor purposes are written. • To run and lead on the homework club project, encouraging attendance through liaising with school and clients, keeping records and producing reports. • Coordinate with RSG's yoga programme • Support the Volunteer Befriending coordinator • Support RSG's involvement with Citizens UK • Support RSG's activities in setting up the Sanctuary Café. <ul style="list-style-type: none"> • To recruit and select suitable volunteers in line with RSG policies and procedures. • To liaise with other RSG staff members on recruitment needs for volunteers. • To support RSG staff members who themselves manage volunteers regarding any volunteering issues. • Be the contact point for volunteers at RSG • To deliver basic induction training for volunteers and appropriate ongoing and ad hoc training in coordination with staff members. • Ensure appropriate and regular supervision meetings are held • Maintaining and developing projects managed by volunteers and supporting volunteers in this process. • Arrange regular volunteer meetings and volunteer events. To ensure ongoing support of volunteers and that they feel thanked and valued. • Contribute to reporting functions and the evaluation of the impact of volunteering has on RSG. • Promote volunteering at RSG to our client group and support them in this process. • Manage and maintain accurate volunteer data. • To carry out all of the above in accordance with the aims and values of Refugee Support Group, in particular, its confidentiality and equal opportunity policy, safeguarding processes as well as the Data Protection Act
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Job Details:

Location	<ul style="list-style-type: none"> Refugee Support Group based at RISC Local travel may be required Some trips and events may involve working outside normal office hours. Time in Lieu will be offered.
Hours of Work	Full-time post Monday – Friday 9-5pm , working from office
Salary	NJC Scale 4 point 7 £25,584
Term:	1 year contract. Extension subject to funding.

Job Specification

Qualifications / Education / Knowledge	
Knowledge and understanding of the voluntary/community sector	Essential
IT experience in using Word, Excel, email, database management	Essential
Knowledge of the asylum process and refugee issues	Desirable
Lived refugee experience	Desirable
Experience	
Experience managing volunteers	Essential
Experience running group activities.	Essential
Experience of being a volunteer	Desirable
Experience of working with refugees and asylum seekers	Desirable
Skills and Abilities	
Ability to relate to a wide range of people	Essential
Good organisational skills and ability to set up new systems	Essential
Excellent communication skills in networking, speaking and writing	Essential
Ability to empathise and work co-operatively with all stakeholders	Essential
Personal Qualities and Circumstances	
Open, warm, friendly, compassionate and flexible, with a clear sense of boundaries.	Essential
Imagination, initiative and creativity	Essential
Willingness to work flexible hours, motivated to work alone.	Essential