

# Walking With in North Tyneside

<b>Job title:</b>	Project Manager
<b>Employer:</b>	Walking With in North Tyneside      Registered Charity No. No 1166123
<b>Location:</b>	St Luke's Church, Frank Street, Wallsend, NE28 6RN
<b>Hours of work:</b>	37 per week
<b>Working pattern:</b>	Mon-Fri, with some evening and weekend working
<b>Pay:</b>	£23,360
<b>Contract:</b>	Initial 12 month fixed term contract (It is hoped this post will become a permanent appointment, subject to funding).
<b>Reporting to:</b>	Executive Committee
<b>Start date:</b>	1 May 2018

## Background to the Role

Walking With welcomes, befriends and supports refugees, asylum seekers and some who have been refused asylum, plus others who might be in need. Currently we are also supporting, on behalf of North Tyneside Council, ten families from the Government's Syrian Vulnerable Persons Relocation Scheme.

Supported mainly through local churches, we provide help in guiding clients through the asylum procedures, assisting with the completion of forms, making telephone calls, and sometimes accompanying clients on appointments. We offer a food bank and a clothing bank and operate a hardship fund. We offer English language tuition and other activities such as yoga and cooking, music and chess. For applicants who are granted Leave to Remain, we support them in their move to their own housing arrangement, and registration for finding work or claiming benefits.

Our aim is to help those who come to us feel less isolated, more self-confident, better able to settle and adjust to life in Britain, more likely to integrate with their neighbours and thus to make a contribution to the society in which they live and work.

In 2016/17 we issued 3,404 bags of food, supported 46 families and 25 single people (250 people in total)

We reach out, especially to schools and young people, to engage them with the realities of asylum seeking: why, how and in what numbers people become asylum seekers and how they pursue their quest for a safe place to work, study and become responsible residents in their host country.

Thus we aim to improve social cohesion in our local communities, and to reduce the chances of racial misunderstanding, prejudice or radicalisation, in the interests of all concerned.

## Job Description

To ensure that the Charity's aims and objectives are implemented in a thorough, professional, empathetic and supportive way and manage the day to day running of the Walking With Project.

## **Main duties**

- Lead on all dealings with clients, and also the managerial lead on the administrative/ organisational functioning of the Charity.
- Ensure that the needs of all prospective or actual clients are professionally assessed in a context of friendliness, welcome, safety and respect.
- Ensure that clients' needs are competently and comprehensively addressed within Walking With or in partnership with or by referral to partner agencies and organisations.
- Participate in 'team around the family' meetings.
- Recruit, train, deploy, supervise, monitor and assist suitable volunteers, always in accordance with safeguarding policy.
- Ensure that the Charity's financial resources are properly and appropriately deployed within the overall budget and framework set by the Executive Committee and with all necessary and transparent accountability.
- Work with the Executive Committee on the preparation, constant updating and implementation of a funding strategy, ensuring that the organisation always has at least three months' unrestricted reserves.
- Monitor and report on all aspects of the Charity's work and to make recommendations to the Executive Committee on any significant changes or developments.
- Take the lead in raising public awareness, particularly with schools and young people's organisations, on the reality of asylum seeking in North Tyneside, dispelling popular misconceptions, wherever possible.
- Nurture and develop relationships with groups, organisations and agencies across North Tyneside, encouraging their support, financial and other, for the Charity.
- Ensure that the Charity has at all times a comprehensive and up to date set of policies relevant to all aspects of its work.
- Liaise with the building owners as required.
- Order and distribute resources as required.
- Administer and control a process of improvement in the project to better serve the clients.

This role is subject to an Enhanced DBS check.

## **Personal Specification**

### **Essential Criteria**

- Experience of working frontline (or in a supporting role) with vulnerable and/or disadvantaged groups.
- Five GCSEs (grade C or above) including Mathematics and English or equivalent.
- Ability to treat each client with compassion, tact and respect, whilst maintaining appropriate professional boundaries.
- Experience of working with volunteers.
- Knowledge of safeguarding of children and vulnerable adults.
- Strong interpersonal skills: the ability to listen to and work effectively alongside a range of stakeholders, including clients, volunteers, donors.
- Good oral and written communication skills.
- Experience of dealing with difficult situations.
- The ability to take initiative and work unsupervised, including being punctual and reliable.
- Good office-based administrative and numeracy skills.
- Computer literacy, including familiarity with Microsoft Office.

- Good organisational and planning skills.
- Self-motivated with a good sense of responsibility.
- Willingness and availability to work flexible hours when required.

**Desirable**

- Experience of working in partnership with Asylum Seekers and Refugee communities.
- Some understanding of the legal and social conditions which apply to refugees and asylum seekers in the UK.
- Degree, diploma or similar qualification in social care or community development.
- Full Driving Licence and access to a car.

**Benefits**

- 25 days holiday per year plus statutory holidays. Annual leave needs to be retained for Christmas/New Year closure of the project.
- Employer matched pension scheme (2% in Year 1, 3% thereafter).

**General**

Six-month probationary period.