

## Grassroots Co-ordinator

**Location:** Old Street, London

**Accountable to:** Deputy Director

**Hours:** 4 days per week

**Salary:** £27,000 pro rata plus pension contribution

**Length of contract:** Permanent

Women for Refugee Women (WRW) is looking for a dynamic and committed Grassroots Co-ordinator to carry through our activities in London for refugee and asylum-seeking women.

Women for Refugee Women is a small charity that challenges the injustices experienced by women seeking asylum in the UK. We work at the grassroots, by empowering asylum seekers to speak out and advocate for themselves, and through communications and campaigning work which engages the mainstream media and politicians.

The Grassroots Coordinator role will involve managing a busy drop-in centre providing English classes and lunch to over 100 women once a week, as well as organising and supporting other activities including drama workshops, cultural outings and advice sessions.

You will need to be calm and well organised, and committed to ensuring that WRW can provide a welcoming environment and can support refugee women to rebuild their lives and confidence.

You will be based in our London office, working Monday, Tuesday, Wednesday and Friday.

We are looking for someone with experience of working with refugees or other vulnerable groups, and a strong commitment to race and gender equality.

### How to apply:

Please write to [admin@refugeewomen.co.uk](mailto:admin@refugeewomen.co.uk) by 11pm on 28 July 2019 with a CV and a covering letter explaining your experience, why you want to work with WRW, and how you meet the person specification.

Interviews will be held on 12 August 2019 in central London, and only shortlisted candidates will be contacted.

*Women for Refugee Women particularly welcomes applications from individuals with experience of migration and/or a refugee background.*

## **Job Description**

### **Main purpose of role**

To co-ordinate the grassroots activities of Women for Refugee Women in London, including carrying out the administrative duties associated with a range of activities and ensuring that asylum-seeking women are supported and empowered in these activities.

### **Delivery of activities in London**

To deliver WRW's regular activities with refugee women in London, with the Deputy Director.

These currently include:

Weekly (in term time): a Monday drop in for over 100 women, including yoga, English classes, a mums and toddlers' group, lunch, plus weekly advice sessions reaching up to six women and drama workshops reaching up to 30 women.

Monthly: a monthly general meeting with guest speakers, and further outings and training courses.

Annually: the Christmas party for over 150 women.

To carry through all administrative tasks associated with these activities, including carrying out outreach, communicating dates and places to refugee women, booking rooms and speakers, making travel arrangements, carrying out risk assessments, maintaining registers of attendance, inputting monitoring data, providing refreshments, and so on.

### **Petty cash**

To give out travel and other expenses to refugee women and volunteers, including giving and keeping accurate receipts and reconciling floats, in accordance with our finance policies.

### **Risk management and adherence to policies**

To keep up-to-date with and adhere to policies of WRW, particularly around safeguarding, GDPR and confidentiality.

To respond immediately to health and safety risks for activities.

To ensure risk assessments are completed for all grassroots activities and events, with the support of the Deputy Director and the Office Manager.

### **Supporting refugee women**

To provide a welcoming environment for all refugee women who come to WRW.

To communicate with refugee women about activities provided by WRW, including ensuring that refugee women can access appropriate activities or advice sessions, and are aware of expectations of behaviour while they are attending WRW activities.

To help refugee women find out more about support available to them in their communities, including opportunities for further learning, engagement and, where appropriate, employment.

### **External communications on grassroots activities**

To respond to emails and phone calls and take appropriate action with enquiries regarding the grassroots activities.

To liaise with other organisations who provide support for refugee women in London, finding out about their activities and signposting women from our network where appropriate.

To be the contact person for external organisations in regards to invitations and opportunities for refugee women.

To carry out outreach, which may involve speaking at events and other groups about the work of Women for Refugee Women.

### **Internal communications**

To provide the grassroots network with a regular newsletter about activities for refugee women.

To step in and facilitate activities when volunteers or other staff are not available.

To ensure all contact details are updated regularly and kept safely in accordance with our privacy policies.

To ensure that individual refugee women are able to participate in advocacy, media, campaigning and lobbying work of WRW where appropriate, e.g. by informing them about events and campaigns or encouraging them to sign up for further activities.

### **Supporting volunteers**

To communicate with and support volunteers, such as letting them know about dates of meetings, explaining duties to them, organising volunteers' meetings or helping them with administrative tasks.

To keep an up-to-date registration list of current volunteers.

To help with recruitment of volunteers with the Deputy Director.

### **Organisational development**

To contribute to the general morale and direction of WRW by participating in team meetings, helping to support other staff in their work and contributing ideas and feedback across the whole organisation.

To support the organisation to involve refugee women in every aspect of our work.

### **General**

To undertake any other duties commensurate with the post.

### **Terms and conditions**

This is a permanent job. You will be based in our central London office. This job may involve some evening and weekend work where events are involved.

WRW is a small organisation working in a challenging area, and all staff are expected to work flexibly on a variety of initiatives and tasks. This job description will be reviewed annually with the post holder to reflect agreed permanent changes in roles and responsibilities. The job description or lines of reporting might also be revised if changes in organisational funding or strategy necessitated changes in the terms and conditions of employment.

## Person specification

### Essential

- Excellent communication and administration skills
- Ability to work calmly in a busy working environment with competing demands on your time
- Ability to work in an environment where strong emotions or traumatic memories may be heard, and be patient, calm and solution focused
- Experience of working with refugees, or other vulnerable or marginalised groups
- Experience of facilitating groups
- Experience of managing petty cash
- Experience of working with volunteers
- Experience of organising events or educational activities
- Experience of working at a charity or other non-profit organisation
- Up-to-date understanding of refugee issues and in particular the issues affecting refugee women in the UK
- Understanding of the impact of violence against women
- Commitment to the values and vision of WRW
- Up-to-date understanding of safeguarding and risk management

### Desirable

- Track record of empowering refugees, or other vulnerable or marginalised groups
- Experience of building partnerships with various organisations
- Experience of writing newsletters and other communication materials
- Experience of recruiting volunteers
- Creative thinker, who can inspire and think outside the box

*We particularly welcome applicants with experience of migration and/or a refugee background.*