



**Job Title – Project Officer for Refugee Programmes**

**Place of Work – PeaceMaker Offices, Manchester and Oldham**

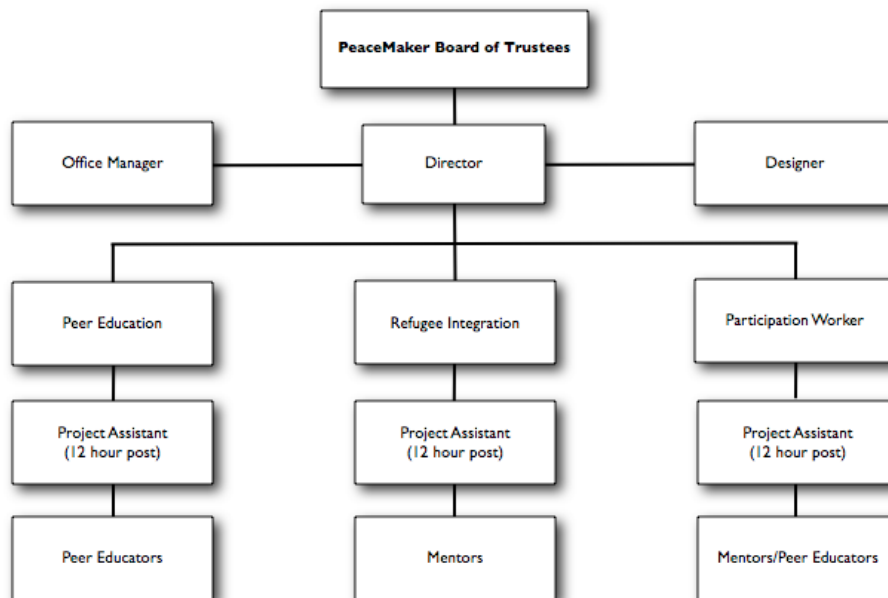
**Salary – SO1**

**Core Organisational Competencies**

All employees of PeaceMaker are required to demonstrate an understanding of issues relating to children and young people as well as the impact of poverty and deprivation on communities and individuals. They must display a strong commitment to and a comprehensive understanding of anti-discrimination and equality in addition to valuing and respecting colleagues, young people, stakeholders and partners. They must respond flexibly to change and be willing to undertake relevant training.

**Position in the Organisation**

**Organisational Structure as of April 2009**



The **Project Officer for Refugee Programmes** is supervised by the **Director**.

### **Main Purpose of the Job**

- To coordinate and manage the Refugee Integration Programme
- To recruit, train and coordinate volunteer mentors
- To provide supervision and management to PeaceMaker sessional staff and volunteers involved in the Refugee Integration Programme
- To monitor and evaluate PeaceMaker's Refugee Integration Programme and contribute to all necessary internal and external reporting
- To manage and monitor the budget of the Refugee Integration Programme, in partnership with the Finance Officer

### **Job Specific Competencies**

- Understanding of child protection issues and guidelines, including trafficking issues
- Understanding of safeguarding young people, ability to identify risk and vulnerability in terms of child protection, and ability to manage these risks in a way that keeps young people safe
- Understanding of experiences and challenges that refugee and asylum-seeking young people face, especially separated young people
- Understanding of UK immigration policies and procedures, including the asylum process
- Knowledge and experience of mentoring schemes supporting young people
- Knowledge and experience of managing and supervising staff
- Ability to maintain and work within a budget
- Ability to write and deliver training to audiences at a variety of levels
- Ability to organise and prioritise workload and time manage
- Ability to work on own initiative or as a team member
- Ability to create a network of partner organisations for referrals and cross-referrals
- Ability to develop other people

- Ability to communicate effectively with a variety of people, both orally and in writing, including report writing skills, and the ability to speak articulately and confidently
- Communication, negotiation and diplomacy skills
- Excellent organisational and project management skills
- Resourceful and efficient with good problem solving skills
- Attention to detail and a strong focus on targets and objectives

### **Key Tasks**

#### *Coordination and management of the Refugee Integration Programme*

- To oversee the project management and delivery of the Refugee Integration Programme in line with funding objectives and outcomes
- To create a network of partner organisations through which to get and make referrals
- To recruit refugee and asylum-seeking young people from across Manchester, Oldham and Rochdale to take part in the project
- To create the session plans for the 12-week project with distinct learning objectives and outcomes
- To deliver the sessions in partnership with sessional staff and volunteers
- To create a project through which to further support a set number of young people to equip them with facilitation and presentation skills and to further develop their confidence
- To further engage young people from the host communities to raise their awareness about the issues and challenges that refugee and asylum-seeking young people face
- To work with service provider organisations to develop their capacity to address the challenges that refugee and asylum-seeking young people face and to support them to better their service delivery
- To raise the awareness of individuals from across the host communities about the issues and challenges that refugee and asylum-seeking young people face

#### *Volunteer Recruitment and Coordination*

- To advertise for and recruit volunteers to act as mentors and to make links with partner organisations through which to recruit volunteers to ensure that funding targets are met

- To interview and screen volunteers to ensure their suitability to PeaceMaker's project
- To train volunteers to be effective and successful mentors and to have an understanding of refugees and asylum-seekers, the sessions themselves, and child protection and health and safety policies and procedures
- To ensure that volunteers are suitably police-checked through CRB references
- To assess mentors for volunteer training accreditation
- To coordinate volunteers on an on-going basis in order to ensure successful project delivery and effective support of young people on the project
- To provide on-going training and support to volunteers on an as needed basis
- To coordinate volunteer appreciation and recognition events periodically

#### *Management and Supervision of Staff and Volunteers*

- To manage and supervise sessional staff and volunteers to ensure that they are supported to meet funding objectives through project delivery
- To use PeaceMaker's performance management framework to appraise staff and monitor project delivery
- To facilitate formal supervision meetings with sessional staff at least every month
- To create an annual workplan for the Refugee Integration Programme and individual staff workplans at the beginning of each year to ensure that project delivery directly meets funding objectives and outcomes
- To use supervision to ensure that project delivery is achieving objectives in a timely manner and to allocate extra staff and resources when projects are not achieving objectives
- To use supervision to identify training needs of individual staff members in order to support and develop them to achieve successful project delivery
- To facilitate volunteer team meetings at least every quarter
- To facilitate one-to-one meetings with individual volunteers at least every six months
- To facilitate exit interviews with volunteers who are moving on from PeaceMaker
- To provide regular updates to the Director about staff and volunteer supervision and coordination

### *Monitoring and Evaluation of the Programme*

- To develop programmes in line with objectives
- To assist staff in assessing and managing risks to project delivery, maintain up-to-date risk assessments and ensure that actions are taken to mitigate risks
- To design and implement an evaluation framework through which to capture project learning
- To monitor programmes and ensure that the content is appropriate, up-to-date, and regularly evaluated
- To ensure that proper documentation of projects is kept and made available to funders in a timely manner
- To provide regular updates to the Director about project management and delivery to be shared with the Board
- To prepare and assist staff members in preparing programme and funding reports
- To develop and maintain effective relationships with funders, stakeholders and partners
- To prepare and present quarterly reports to the Director, keeping the Director apprised of monitoring and evaluation data
- To prepare and present a final project report to the Director at the end of annual project delivery, including recommendations for future project delivery
- To use monitoring and evaluation data to re-assess future project delivery and to re-design project sessions to be more effective

### *Budget Management*

- To set annual project budgets with the Director and Finance Officer
- To ensure that the project's expenditure is made in keeping with the project budget
- To meet regularly with the Director and Finance Officer to monitor project expenditure
- To assist in contributing to financial reports for funders, as needed

### **Additional Tasks**

- To maintain official records and documents, and ensure compliance with regulations

- To publicise PeaceMaker's activities, programmes and goals
- To establish working relationships and cooperative arrangements with community groups and partner organisations
- To represent the programmes and point of view of the organisation to agencies, organisations, and the general public
- To ensure that PeaceMaker's activities are conducted in line with the organisation's policies and procedures
- To provide external representation of the organisation
- To develop PeaceMaker's relationships with children and young people, local communities, organisations, funders and government bodies
- To positively represent PeaceMaker to organisations/groups and communities to which we provide programmes of work
- To contribute to promotional events
- To assist and act as cover for PeaceMaker colleagues