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Job description and Person Specification

Co-ordinator for Maun Refuge

Salary £30,000 pro rata

Work pattern: part time/20 hours/flexible

Location: Mansfield

Application pack from maunrefuge.org.uk/news

Maun Refuge is a Mansfield based charity that supports refugees to settle into the community. Having worked with Syrians, we now want to extend our work to more people.

We are offering a two-year post as Co-ordinator. You will continue ongoing welcome work while extending our remit to meet the needs of other refugees including asylum seekers.

We need an enthusiastic, energetic and well organised person for at least the lifetime of the funding period (up to Dec 2025) who will:

- lead an informal local partnership working on behalf of refugees and asylum seekers in the Mansfield area
- co-ordinate the work of volunteers
- manage the administration, communications and finances of the charity and work with the trustees on the strategic direction of the charity
- promote learning and cultural opportunities for clients
- encourage community cohesion

General Duties

- coordinate the work of volunteers
- maintain and develop the support service
- monitor the impact of funded projects, ensuring accurate reports are submitted to the Trustees and funders as appropriate
- manage a varied working environment that includes a focal point for volunteers, refugees and asylum seekers
- liaise with volunteers, introducing and training new ones in support and befriending techniques that promote community cohesion
- continue the facilitation of English lessons and other cultural sessions

- support young refugees in their education programmes and in their quest for employment opportunities
- Support elements that reinforce independence amongst refugee families – in socialisation, travel and engagement with services and amenities
- continue to promote the benefits of joint endeavours such as growing, food sharing, and health projects
- undergo a DBS check and commit to working within Maun Refuge’s safeguarding policy
- undertake any other reasonable duties as required
- agree to work occasional unsociable hours as needed
- Manage junior staff and liaise with consultants as required

Person Specification for Co-ordinator

NB Essential criteria are marked ‘E’ and desirable ‘D’.

A. Cultural understanding and empathy

- Ability to ensure Maun Refuge provides sensitive, safe and empowering support to distressed people in vulnerable situations. **E**
- Excellent verbal and written communication skills in English, including:
 - the ability to communicate effectively with people whose first language is not English - directly, using Whatsapp and through interpreters. **E**
- the ability to influence and adapt communication style to different audiences, including via facilitation and presentation skills. **E**
- Capacity to effectively advocate on behalf of clients to realise their rights and entitlements. **D**
- Understanding of safe working practices. **D**

B. Personal effectiveness

- Organisational and time management skills – planning, managing, monitoring and prioritising own and others’ workload. **E**
- Ability to analyse complex information and make appropriate decisions about action and dissemination. **E**
- Ability to convey complex information in simple English e.g. when helping refugees deal with officialdom. **D**

C. People management

- Ability to support, manage and develop staff and volunteers. **E**
- Ability to manage relationships and partnerships for the long term. **E**
- Experience of working in the charitable sector. **E**
- Capacity to deliver learning and development activities. **E**

D. Office management

- Project management skills including use of appropriate tools. **E**
- Experience of record-keeping and compliance regarding grant-funded projects. **E**
- Experience of devising and managing budgets. **E**
- Ability to use IT safely and successfully: including email, word processing, database and spread sheet packages, with training in Quickbooks if necessary. **E**
- Experience of successful project delivery. **E**
- Possessing good social media and website management skills. **E**

E. Knowledge

- Good general education. **E**
- Knowledge of the local area and its available services and opportunities, or ability to acquire this information quickly. **D**
- Awareness of the fundraising climate locally and nationally. **D**
- Understanding of issues, rights and entitlements relating to refugees, as well as the actual and potential supportive roles of statutory and non-statutory agencies. **D**
- Ability to recruit, manage and supervise an administrative assistant. **D**

Some terms and conditions

- The part-time position will entail a weekly commitment of 20 hours per week, with flexible working possible by arrangement.
- The successful applicant is expected to provide at least two references from independent, authoritative referees, including a current or recent employer.
- We would like to commence the appointment as soon as possible; however, we would wait for the right candidate if a period of notice needs to be served.
- The successful candidate will be accountable to the Trustee Board of Maun Refuge, with regular supervision meetings.

Closing date for applications is Monday 5th February at 9 am with interviews anticipated to be held on Wednesday 14th February 2024



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