

## **Project Co-ordinator at IPC to deliver HostNation befriending scheme in Tees Valley**

**9-month contract: April-December 2022 (review after 6 months), preferably based in Tees Valley and working 3 days a week (24 hours @ £18 an hour) from the International Centre, Abingdon Road, Middlesbrough and/or home working**

**Please apply by emailing [mark@hostnation.org.uk](mailto:mark@hostnation.org.uk) with CV and covering letter outlining suitability for the position. Closing date 28 February 2022.**

### **Job Overview**

To manage the online database of volunteer refugee befrienders and refugee referrals in the North East, to make matches and monitor outcomes.

To build awareness and referral pathways within IPC and the refugee sector in the NE.

To develop media relations, marketing and communications to recruit volunteers both directly and through voluntary sector organisations in the NE.

To regularly report to HostNation and IPC management teams and Trustees on the progress of the programme in the NE.

### **Responsibilities and Duties**

- Building our resource of refugee befrienders in the NE
- Screening and assessing their suitability
- Ensuring references, photo ID and DBS-certificates are checked
- Managing the NE database, updating the dashboard and registering status and matches digitally
- Matching refugee referrals to suitable befrienders
- Arranging and making online or in person introductions
- Encouraging referrals both within IPC and from other organisations
- Overseeing and monitoring befriender/befriendee relationships
- Seeking feedback at 1 month and 3 months
- Providing support to befrienders where necessary
- Being safeguard lead for all matches
- Creating a signposting directory for refugee services in the NE
- Generating a monthly newsletter for HostNation NE befrienders on events, opportunities and ideas for their refugee friends
- Maintaining a social media presence in NE
- Managing data protection

### **Qualifications**

- Experience of project management
- Digital skills and data competency
- Confident, able to work independently and pro-active
- Efficient, reliable and trustworthy
- Refugee sector experience
- Good people skills
- Excellent organizational skills
- Excellent English and good communicator