



Job Description

Job Title: COVID Champions Co-ordinator for Asylum Seekers and Refugees (part-time)

Responsible to: Charity Manager – FODI (Friend of the Drop-In for Asylum Seekers and Refugees) charity number 1176524. This role is part of the city wide BAME, Refugees and Asylum Seekers COVID Champions projects.

Location: Sunderland, home based initially with travel across the city and with a view to return to the FODI office in the city centre when COVID restrictions allow.

Hours: 20 hours per week, for 26 weeks. The candidate will need to be willing to work outside of normal office hours and travel across the city as needed and in agreement with the Charity Manager.

Salary: £20,020 per annum pro rata for 20 hours/week (this equates to £953/month or £11/hour). Travel and phone allowance will also be provided.

Purpose: Recruit and develop a team of volunteer COVID Champions who will be responsible for connecting with asylum seeker and refugee communities in Sunderland and with the aim of:

- improving understanding of health issues around COVID
- re-enforcing the importance of social distancing measures
- the legal implications of lockdowns / restrictions
- providing information on the wide range support available within the City (medical support / welfare rights / employment rights / mental health / substance misuse / relationship problems)
- combatting COVID misinformation, especially in relation to the COVID-19 vaccination

Responsibilities:

- To develop, promote and circulate recruitment information for volunteer COVID Champions
- To complete the recruitment of volunteer COVID champions
- Induct, train and manage a team of volunteer COVID Champions
- To develop engagement strategies and seek out innovative ways of improving the reach of the project
- To regularly update social media with regard to the project
- To interact directly with the asylum seeker and refugee community as allowable under COVID-19 restrictions

Personal Qualities <ul style="list-style-type: none"> · Respectful, non-judgmental and understanding approach · Resilient · Willingness to seek and use support and supervision · Commitment to the charity's values, aims, objectives and outcomes · Demonstrable commitment to improving the lives of vulnerable people 	X X X X X	
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Inclusivity:

We welcome applicants, regardless of race, sexual orientation, disability, faith, age and gender. We especially welcome those from under-represented groups in the voluntary sector including those with lived experience of the UK asylum system.

Recruitment Process:

Please apply by submitting a CV and covering letter outlining why you feel you are good candidate for this role. Refer to the job description and person specification when preparing your application. Please include your current job status and confirm your right to work in the UK in your application. Email both documents to FODI.SUNDERLAND@outlook.com by Monday 5th April 5pm

Interviews for shortlisted candidates will take place from Friday 9th April.

Training will be provided internally for the successful candidate on volunteer co-ordination, the COVID-19 vaccine programme and COVID-19 restrictions.