

# Job Description

**Job Title:** FODI Operations Assistant

**Responsible to:** Charity Manager - Friends of the Drop-In for asylum seekers and refugees (FODI)

**Location:** Sunderland, based at the FODI office

**Hours:** 18.75 hours per week (0.5 full time equivalent), for 12 months including a 3 month probationary period initially, with the possibility of extension. The candidate will need to work regular hours but with occasional work outside of normal office hours and travel across the city as needed and in agreement with the Charity Manager.

**Salary:** £11,000 per annum (£22k pro rata)

## **Purpose:**

FODI's mission is to improve the mental health and well-being of the asylum-seeking and refugee community of Sunderland. In doing so we hope to lessen their social isolation and promote their integration into the wider community. Our specific objectives in Sunderland are as follows:

1. To provide opportunities for the clients of the regular Drop-Ins and weekly women's group to participate in wider societal activities of a suitable nature.
2. To foster closer links into the wider community, providing opportunities for clients to link into this.
3. To work in partnership with other local organisations/groups to further this aim.

A full list of FODI's regular services can be found on our website- <http://fodisunderland.org/regular-activities/>. The purpose of this role is to help support, deliver and develop the work of FODI.

## **Responsibilities:**

- To help co-ordinate and participate in FODI's regular services to include weekly drop-in (Wednesdays), fortnightly minster drop-in (Mondays).
- To help co-ordinate and deliver timebound projects offering specialist services to asylum seekers and refugees. This may include projects that seek to:
  - o address health inequalities
  - o promote understanding of COVID-19 vaccinations
  - o bring the asylum seeking community together with settled residents in shared activity
  - o help celebrate and mark refugee week
- Maintaining spreadsheets to record monitoring information e.g. participation numbers for use in reporting to funders and for FODI's internal learning (training and support can be provided as needed).
- Assist the manager in recruiting and supporting volunteers in their work for FODI
- There is scope for this role to get involved in any aspect of the charity's work as time and interest allows including representing FODI at meetings and events, fundraising, communications and taking the initiative to develop new activities to improve the welfare of asylum seekers and refugees

## Person specification

Requirements	Essential	Desirable
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>· Experience of work in the voluntary sector</li> <li>· Experience of co-ordinating projects</li> <li>· Experience of reporting to stakeholders on the delivery of projects</li> <li>· Experience of working with or managing volunteers</li> <li>· Lived experience of being an asylum seeker</li> <li>· Ability to speak one or more additional languages</li> <li>· Experience of one or more of the sectors FODI works with e.g. healthcare, local government, housing</li> </ul>		<ul style="list-style-type: none"> <li>X</li> <li>X</li> <li>X</li> <li>X</li> <li>X</li> <li>X</li> <li>X</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>· Knowledge and understanding of the asylum system in the UK</li> <li>· Knowledge and understanding of the UK voluntary sector</li> <li>· Knowledge and understanding of Sunderland</li> <li>· Further Education or Higher Education qualification in a relevant field that gives you transferable knowledge or skills</li> </ul>	<ul style="list-style-type: none"> <li>X</li> <li>X</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li>X</li> <li>X</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>· Ability to engage and build trusting, effective relationships with a wide range of people</li> <li>· Ability to enthuse, energise and motivate others</li> <li>· Planning and organisational skills</li> <li>· Communication and interpersonal skills, including good English language skills, both written and spoken</li> <li>· Problem solving skills</li> <li>· Ability to work flexibly as part of a team as well as lone working</li> <li>· Time management skills and a calm approach</li> <li>· Admin, IT, and clear and accurate record keeping skills</li> <li>· Confident user of social media</li> <li>· Able to drive and holds a UK licence</li> </ul>	<ul style="list-style-type: none"> <li>X</li> <li>X</li> <li>X</li> <li>X</li> <li></li> <li>X</li> <li>X</li> <li>X</li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li>X</li> <li></li> <li></li> <li></li> <li>X</li> <li>X</li> </ul>

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

**Application 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. Email both documents to [FODI.SUNDERLAND@outlook.com](mailto:FODI.SUNDERLAND@outlook.com) by midnight Sunday February 27<sup>th</sup>.

Interviews for shortlisted candidates will take place week commencing March 7th