



FODI OPERATIONS ASSISTANT

Job Description SEPTEMBER 23

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 Co-Op Centre, Whitehouse Road, Sunderland SR2 8AH

Hours: 30 hours per week (0.8 full time equivalent), for 12 months with the possibility of extension. The worker will be expected to work regular hours but with occasional work outside of normal office hours and travel across the city as needed in agreement with the Charity Manager.

Disclosure: This position is subject to a 6-month probationary period, satisfactory references, and an enhanced Disclosure and Barring (DBS) check.

Salary: £17,600 -£19,000 per annum (£22,000 - £24,000 pro rata based on fulltime equivalent 37.5 hours)

Purpose:

FODI's mission is to improve the physical and mental 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 regular drop ins and support services for our service users.
2. To offer welcome and orientation for all new arrivals in Sunderland.
3. To provide opportunities for service users of the regular drop-ins to participate in wider societal activities of a suitable nature.
4. To foster closer links into the wider community, providing opportunities for service users to link into this.
5. 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-

[FODI – Friends of the Drop In – Helping to improve the lives of the asylum-seeking and refugee community of Sunderland. \(fodisunderland.org\)](http://fodisunderland.org). The purpose of this role is to help support, deliver and develop the work of FODI.

Responsibilities:

- To assist, co-ordinate and participate in FODI's regular services and projects to include the weekly drop-in (Wednesdays) and fortnightly Minster drop-in (Mondays)
- To take responsibility for the coordination of the fortnightly Minster collection day – advertising to clients, organising volunteers, food distribution, receiving donated items, ensuring health and safety systems are in place and coordinating with Sunderland Minster staff.

- New Arrivals Pathway Project – FODI is the First Point of contact in Sunderland for new arrivals. To coordinate and contact all new arrivals using the consent forms sent from MEARS (Home office housing provider) workers and welcome them to FODI services. To identify specific volunteers to assist with this.
- To direct new arrivals to online resources and deliver welcome and orientation programme for new arrivals with volunteer team
- To help co-ordinate with the manager and volunteers the delivery of timebound projects offering specialist services to asylum seekers and refugees. This may include projects that seek to:
 - o address health inequalities
 - o provide opportunities to take part in arts/gardening/sports
 - o bring the asylum-seeking community together with settled residents in shared activity e.g. 'Coastal Cuisine Project' in partnership with Sunderland University or Citizen Songwriters 'Stories of Sanctuary'
- To maintain spreadsheets to record monitoring information e.g. participation numbers for use in reporting to funders and for FODI's internal learning (training and support will be provided as needed).
- To assist the manager with the recruitment, training and support of volunteers
- There is scope within 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
Experience <ul style="list-style-type: none"> · Experience of work in the voluntary sector · Experience of co-ordinating projects · Experience of reporting to stakeholders on the delivery of projects · Experience of working with or managing volunteers · Lived experience of being an asylum seeker · Ability to speak one or more additional languages · Experience of one or more of the sectors FODI works with e.g. healthcare, local government, housing 		X X X X X X X
Knowledge <ul style="list-style-type: none"> · Knowledge and understanding of the asylum system in the UK · Knowledge and understanding of the UK voluntary sector · Knowledge and understanding of Sunderland 	X X	X X

<ul style="list-style-type: none"> · Further Education or Higher Education qualification in a relevant field that gives you transferable knowledge or skills 		
Skills <ul style="list-style-type: none"> · Ability to engage and build trusting, effective relationships with a wide range of people · Ability to enthuse, energise and motivate others · Planning and organisational skills · Communication and interpersonal skills, including good English language skills, both written and spoken · Problem solving skills · Ability to work flexibly as part of a team as well as lone working · Time management skills and a calm approach · Admin, IT, and clear and accurate record keeping skills · Confident user of social media · Able to drive and holds a UK licence 	<ul style="list-style-type: none"> X X X X X X X X 	<ul style="list-style-type: none"> X X
Personal Qualities <ul style="list-style-type: none"> · Respectful, non-judgmental and understanding approach · 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 	<ul style="list-style-type: none"> X X X X 	

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.

Applications to Chair of Trustees Stephen Newman s.newman@fodisunderland.org

Enquiries to info@fodisunderland.org

Closing date : Sunday September 24th midnight

Please apply with CV and covering letter referring to the Job Description attached