

ADDITIONAL INFORMATION SHEET

**Additional Information for Service Administrator Refugee Family Integration post**

You will have received a Service Administrator Refugee Family Integration job description and person specification. *This is a generic role in use throughout the organisation and therefore Barnardo’s uses generic job descriptions and person specifications when advertising for such roles.*

When completing your application form, please refer to the skills, knowledge and experience required as detailed in the **Person Specification** and also any further information included in the **Additional Information Sheet**. This should be done with an understanding of the context of the service described.

**Barnardo’s** Refugee Family Integration

**Initial Location of Post**Barnardo’s Northern Ireland Regional Office, 542-544 Upper Newtownards Road, Belfast, BT4 3HE

**History of Service**

This is a new Barnardo’s service being delivered in partnership with the British Red Cross. The service will provide a “child focussed lens” to families who arrive in the United Kingdom via Refugee Family Reunion. The project is currently funded until 30 September 2020 and will be delivered in Birmingham and Glasgow and managed by the refugee Programme Manager based in Northern Ireland.

**Objectives of Service**

The service will provide support to families arriving via refugee family reunion in partnership with British Red Cross. The focus on integration for recently arrived families is often concentrated upon adults or young people within the family with limited consideration on the impact or integration needs of children. This project will looks specifically at the needs of children within the family and provide support to children and their parents to assist with integration and wellbeing.

The service will achieve this through:

* + Child focused assessment of family needs
	+ 1-1 casework support for families for a period up to 12 weeks
	+ Group workshops to assist with integration and family support.

As a result families should feel supported through their reunification process and have increased support to facilitate integration.

**Initial Specific Responsibilities**

* To provide direct support to the Programme Manager
* To maintain financial records in line with the strict parameters set through EU funding guidelines
* To work as part of a small team environment as part of a large project containing external partners

**Supplementary Information**

* This post will be required to support the wider refugee team.
* Infrequent travel may be required to participate in team meetings, supervision and training.