**End Destitution Project**

 **Part-time fixed term Project Coordinator**

# **Information Enclosed**

1. Background Note about Starling Collective and the End Destitution Project
2. Job Description
3. Person Specification
4. Summary Terms & Conditions of Service
5. Application Form

Please ensure that you fully demonstrate in your application how you meet essential and/or desirable criteria. If insufficient space is provided in application form for explanation, please expand sections as required. Additional sheets may be appended, if necessary.

CV’s will not be accepted / reviewed.

1. Equal Opportunities Monitoring Form

*When you have completed this form, it should be sealed in an envelope marked "Equal Opportunities Monitoring", and posted to Starling Collective, 129 University Street, Belfast, BT7 1HP.*

**Closing Date for Receipt of Completed Application Forms**

**Friday 11th April at 5pm**

Please e-mail your application to ryan@starlingcollective.org.uk by the above date. It is anticipated that interviews will be held on Thursday 24th April.

**Background Note about Starling Collective and End Destitution project**

Starling Collective are inviting applications for a Project Coordinator to support our innovative End Destitution project and join our small team of people passionate about supporting the refugee and asylum seeker community.

Starling Collective is a Belfast-based charity, whose ethos and practice revolve around the empowerment of the asylum and refugee community. Our work is informed by a steering group of people with lived experience of the asylum system who advise, plan and deliver the services we offer, including advice, advocacy, training, volunteering and accommodation.

Our work is are currently focusing on one key area:

**End Destitution Project** for the refugee and asylum community, supporting people who are destitute back into the asylum system, offering access to accommodation and financial support, as well as other essential services. We provide emergency accommodation to newly granted refugees who become homeless due to the housing crisis. The project partners are Hosford House and Christian Fellowship Church. Our Steering Group of people with lived experience help inform and deliver the project.

**Job Description**

**Responsible to:** Manager

Starling Collective is looking for a Project Coordinator for our innovative End Destitution Project, providing housing and wrap around holistic support to people are outside of the asylum system and those who have recently been granted refugee status. We are looking for people who are genuinely enthusiastic about our organisation and our mission. Starling Collective is managing the project in partnership with Hosford House and Christian Fellowship Church (CFC).

**Main purpose of the role:**

* To provide practical and emotional support to people who are destitute due to being outside of the asylum system and are accommodated by our End Destitution Project. Supporting them from their initial point of contact until the time when they get back into the asylum system.
* To ensure that the people accommodated through the Destitution Project have access to services which enable them to meet their basic needs as well as supporting them to access further health, legal and specialist services as appropriate. With a special emphasis placed on assisting them to get back into the asylum system.
* To provide emergency accommodation to vulnerable people who have recently been granted refugee status and support them find suitable alternative accommodation.
* Provide a holistic person-centred service to the beneficiaries of our End Destitution project.
* To play a supportive and collaborative role working alongside the wider staff and volunteer team in our mission: To end destitution amongst people seeking asylum and those who have been granted refugee status; and to empower people seeking sanctuary.

**Specific duties and responsibilities:**

* Be responsible for leading day-to-day holistic and person-centred support of all End Destitution project beneficiaries. Deal with support issues as they arise.
* Manage referrals for community members who are destitute and outside the asylum system, determine if they are suitable for placement into accommodation through the Starling Collective Ending Destitution Project, and manage their placement if accommodated.
* Ensure that the community members are safe and comfortable in their accommodation and take prompt and appropriate action to address any issues that arise.
* Develop and maintain positive relationships with partner organisations involved in the project, with organisations that support destitute asylum seekers, and others that can support the work of the project in different ways (local and national, statutory and voluntary).
* Ensure those who are part of the Destitution Project receive their financial support on a weekly basis, record payments and oversee this budget.
* Ensure that any properties we manage have electricity and gas and top ups as needed.
* Facilitate and manage any move on from accommodation.
* Work with people who have recently received a negative asylum decision and their solicitor to help them remain in their asylum property and thus avoid the need to access our accommodation.
* Support vulnerable people who have recently been granted refugee status to access accommodation on an emergency and longer-term basis.
* This role involves some 1 to 1 work with females including supporting them to find accommodation, help getting back into the asylum system, holistic person centred support and is sometimes of a sensitive nature.
* Work with the Finance and Programme Administrator and manager to ensure the project is delivered in line with the agreed budget.
* Facilitate access to wider support including fresh claims, benefits, housing, volunteering, employment, education and training, health care etc. and work with partners and relevant agencies as required.
* Recruitment, training, and supervision of any volunteers working on this project with appropriate support from the team.
* Monitor progress and challenges while working with an external evaluator to record and collate evidence of impact of work and feasibility of the project.
* Occasionally making appointments with GP’s and calling hostels at 8:30am
* Relevant administration including regular update of the confidential database records in a timely way, ensuring confidentiality, clarity, and accuracy. Keep accurate records of casework and monitoring data in line with the requirements of the project’s targets and provide reporting when required.
* Assist the wider work of Starling Collective’s support team, when appropriate.

**Organisational responsibilities:**

* To be a Starling Collective ambassador by upholding and demonstrating the organisational values, ethos, and behaviours at every opportunity, through verbal, written and face to face communication.
* Work collaboratively with the wider team to help participate in the full life of the team such as sharing in the provision of office cover, admin tasks, organising events prepare and set up events, participating in planning and development, attending training etc.
* To promote good practice in working with people who may be vulnerable to ensure the well-being and safeguarding of all End Destitution Project beneficiaries.
* Responsible for keeping full and accurate monitoring information, report writing and data handling under GDPR guidance.
* Ensure the appropriate policies and procedures are in place and followed.
* Participate and engage in support and appraisal process and attend staff and team meetings.
* To remain informed on asylum and related issues through training, conferences, reading, etc.
* Any other duties which may reasonably be regarded as within the nature of, and in support of the duties and responsibilities of the post, subject to the proviso that any changes of a permanent nature will be incorporated into the Job Description in specific terms, following consultation with the postholder.
* The postholder will be required to undergo an enhanced Access NI check for this position.

**Person Specification**

This person specification outlines the essential and desirable skills required for the post.

**Shortlisting:** Applications will be shortlisted on the basis of **Essential Criteria** given below. If the panel decide, from the information contained on your application, that you do not meet all the essential criteria, then you will not be short listed.

**Desirable Criteria:** Desirable criteria will be applied at short listing stage should the panel decide that too many applicants meet all the essential criteria. It is important in making your application, that, along with the essential criteria listed, you provide sufficient detail of all the desirable criteria that you feel you meet.

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| **Characteristic** |  | **Essential** | **Desirable** |
| **Experience** | 1 | At least 2 years’ experience of managing or coordinating an asylum or refugee project  |  |
|  | 2 | Experience of writing clear and concise records of work undertaken. |  |
|  | 3 |  | Experience of working with people with trauma and mental health issues. |
|  | 4 |  | Experience working with people who are homeless. |
|  | 5 |  | Experience of supervising or managing volunteers. |
|  | 6 | Experience of monitoring progress, challenges | Working with an evaluator. |
|  | 7 | Experience managing or monitoring budgets |  |
| **Skills & Abilities** | 8 | Excellent communication skills in speaking and writing. |  |
|  | 9 | Ability to empathise and work in cooperation with others. |  |
|  | 10 | Reliability, excellent time management skills, with the ability to prioritise, plan and organise casework along with other duties. |  |
|  | 11 | Proactive and can take initiative |  |
| **Knowledge requirements** |  |  |  |
|  | 12 | IT experience in using Word, Excel and email |  |
|  | 13 | Knowledge of asylum and refugee issues. | Knowledge of issues faced by destitute asylum seekers |
|  | 14 |  | Knowledge of homelessness and related issues. |
|  | 15 | Knowledge of relevant services and community sector support. | Knowledge of benefits systems and related support. |
| **Personal qualities** |  |  |  |
|  | 16 | Open, warm, friendly and compassionate with a clear sense of boundaries. |  |
|  | 17 | Personal resilience and the capacity to work effectively under pressure. |  |
|  | 18 | Commitment to equality, diversity and inclusion. |  |
|  | 19 | Ability to work in a team and on your own. |  |

**Note:** This job description is not intended to be an exhaustive list, and the job requires someone who will be flexible and will participate in duties which are broadly in line with the above responsibilities. This job description does not form part of the employment contract and we reserve the right to review it with the post-holder as necessary. We are an equal opportunities employer and are committed to building a diverse workforce. We particularly welcome applications from women as they are currently underrepresented in our organisation.

**Summary Terms & Conditions of Service**

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| --- | --- |
| Job Title |  **Project Coordinator** |
| Location | 129 University Street, Belfast, BT7 1HP |
| Salary | £30,060 (pro rata) |
| Hours of work | 16 hours a week between the hours of 10am – 5:30pmEvening and weekend work may be required.Occasionally you will need to make doctor’s appointments or call hostels for community members at 8:30 am. |
| Holidays | 28 days pro rata, plus bank and public holidays |
| Responsible to | Manager |
| Contract length | Fixed term contract – one year |
| Probation period | 4 months |
| Pension | 5%pension scheme included |

**Part-time Project Coordinator**

**Application Form**

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| **Full Name:**  |  |
| **Address:**  |  |
| **Postcode:**  |  |
| **Email Address:**  |  |
| **Mobile Number:**  |  |

**References**

Previous employer reference:

|  |  |
| --- | --- |
| **Name:**  |  |
| **Address:**  |  |
| **Postcode:**  |  |
| **Email:**  |  |
| **Telephone Number:**  |  |

Character reference – excluding family members:

|  |  |
| --- | --- |
| **Name:**  |  |
| **Address:**  |  |
| **Postcode:**  |  |
| **Email:**  |  |
| **Telephone Number:**  |  |

**Please outline your last five years’ job history:**

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| --- | --- | --- | --- |
| **Dates:**  | **Employer:** | **Job Title:** | **Main Responsibilities:**  |
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**Please outline your education history:**

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| --- | --- | --- | --- |
| **Dates:** | **Institution:**  | **Qualification:** | **Grade:** |
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| **Please outline how you meet the essential criteria:** |
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| **Please outline how you meet the desirable criteria:**  |
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| **Please include any further information you feel is relevant to your application:** |
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**Employee / Applicant Monitoring Questionnaire**

**Please complete and return in separate envelope marked *‘Equal Opportunities Monitoring’* to: Starling Collective, 129 University Street, BT7 1HP**

**MONITORING QUESTIONNAIRE Private & Confidential**

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

1. **Community Background**

Regardless of whether they actually practice religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong by ticking the appropriate box below:

**I am a member of the Protestant community**

**I am a member of the Roman Catholic community**

**I am not a member of either the Protestant or Roman Catholic communities**

If you do not answer the above question, or if you tick the “not a member of either” box, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

1. **Sex**

**Please indicate whether you are: Female Male**

**Intersex**  **Non-binary** **Prefer not to say**

**If you prefer to use your own term, please specify here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers.*