



**BATH  
WELCOMES  
REFUGEES**

## **Refugee and Asylum Seeker Support Coordinator - Job Description**

Reporting to the Chair of the Management Committee, the Refugee and Asylum seeker Support Coordinator will be responsible for liaising with external agencies and partners to provide appropriate support, information, guidance, practical help and advice to refugees, asylum seekers and Hosts of Ukrainian Families.

You will coordinate the resettlement programme for refugees for future independence and self-sufficiency within their new community.

Coordinate support for asylum seekers.

You will work with and support Team Leaders within BWR to provide a service in line with BWR's aims.

## **Responsibilities**

- ❖ Liaising with external agencies and partners including Bath & North East Somerset Council, and other organisations providing support.
- ❖ Liaising with the Volunteer Coordinator to ensure appropriate resources are available to meet ongoing need.
- ❖ Liaising with and providing advice to hosts of Ukrainian families.
- ❖ Providing advice and practical help to refugees, and their support teams to facilitate successful integration in the community.
- ❖ Coordinating support to asylum seekers.
- ❖ Liaising with the team of Befrienders who will support the families.
- ❖ Liaising with the Donations Team who set up the houses for new families to ensure that accommodation is prepared to meet the family's needs.
- ❖ Liaising with the Language Coordinator to ensure we provide effective language tuition to our families and individuals to meet their individual specific needs.
- ❖ Maintaining and ensuring that BWR's Case Management System is kept up to date.
- ❖ Liaising with members of the Management Committee and providing them with regular updates on activities and issues on as may be required from time to time.
- ❖ Provide a weekly log of any issues and activities undertaken to the Chair of the Management Committee.

## **Ideally your experience, knowledge and skills will include**

- ❖ Working independently with the ability to prioritise and manage your own workload with minimal supervision taking a flexible and creative approach to the demands of the post.
- ❖ The ability to demonstrate sensitivity to other cultures, working with people from other backgrounds and demonstrate a commitment to equal opportunities.
- ❖ An understanding of the issues relating to asylum seekers, refugees, and vulnerable migrants.
- ❖ Working with refugees and asylum seekers.
- ❖ Working with cross-agency partnerships and collaborative working.
- ❖ Working with volunteers in the charity, not-for-profit sectors.

- ❖ Understanding of the core services required to support resettlement (housing, language, medical, schooling, employment, benefit systems).
- ❖ Providing sensitive, safe, and empowering support to distressed people in vulnerable situations.
- ❖ Being a good communicator.
- ❖ IT literate.
- ❖ Have an understanding of various legislation and policies relevant to refugees, asylum seekers, volunteers including data protection, health and safety requirements, Safeguarding of Adults and Children and Codes of Conduct.
- ❖ Hold a full UK Driving Licence