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Job description

**JOB TITLE:** Community Development Worker

**TEAM:** Resettlement Team

**GROUP:** Services

**LOCATION:** North Yorkshire Region

**REPORTS TO:** Area Manager- Resettlement

**HOURS:** 21 hours

**GRADE:** 5

**The Organisation**

Founded in 1951, the Refugee Council exists to support people who come to the UK in need of safety and speak out for compassion, fairness and kindness. We achieve this by providing expert advice and casework, building the capacity of refugee community organisations, and working with allies across society to change government policy.

Our vision for refugees to be welcome to live safe and fulfilling lives contributing to the UK has never been more urgent and needed. Today 27 million refugees and 84 million displaced people around the world are in need of safety, dignity and to be made feel welcome. We are determined to secure public and government support for safe routes for all people seeking safety, and a fair, effective and compassionate refugee protection system

## Context and Purpose of the Job

The UK government’s resettlement programmes (such as the UKRS, ARAP as well as other UK Resettlement Schemes) support refugees who are selected and processed in the region of origin and brought to the UK with their status already determined. Under these schemes, a specific quota of refugees will be coming to the UK for resettlement.

The Resettlement Team in Yorkshire and Humberside provides advice and support for resettled refugees to help them access services and mainstream provision, and establish community links. Working closely with local stakeholders and in partnership with other voluntary sector agencies running similar services across the UK, the Refugee Council resettlement team promotes both the integration and independence of this group.

The Refugee Council has agreed to work in partnership with Migration Yorkshire and Local Authorities across Yorkshire and Humberside to deliver the regional programme. Working with the Resettlement Area Manager and the rest of the team, the Community Development Worker will enable newly arrived refugees to take an active role in their successful resettlement through initiatives involving both communities of new arrivals and the wider community. They will promote successful resettlement through community development projects, helping newly arrived refugees fulfil their needs and aspirations for their new life in the UK and establishing strong links with the wider community.

**Our Values**

Our values underpin everything we do:

* **Inclusive**: We are inclusive. We work with - not for - refugees and people seeking asylum, so they have an equal voice, co-producing projects and ensuring their expertise and experiences are at the heart of what we do.
* **Collaborative**: We are collaborative. Working with others is a priority in order to have the collective impact that is vital to achieve policy and practice reform.
* **Courageous**: We speak out when we see injustice, cruelty and unfairness. We always stand up for what we believe is the right thing to do to transform the experiences of those seeking protection in our country.
* **Respectful**: We are respectful of all those we interact with. We treat everyone – our staff, volunteers, beneficiaries, partners and people we disagree with – with the same respect, professionalism and understanding.

Main Duties and Responsibilities

1.1 To enable newly arrived refugees to identify their needs and aspirations and play an active role in fulfilling them.

1.2 To assist refugees to develop and take part in social, cultural, recreational and other community activities.

1.3 To develop community development initiatives that promote links between resettled refugees and the wider community, including established refugee communities.

1.4 To promote the successful integration of refugees through community initiatives that may include key factors such as health, employment, housing, education and training.

1.5 To facilitate community development activities that are inclusive to all refugees and which create a safe space for all.

1.6 To provide advice and practical support to resettled refugees wishing to set up a community organisation.

1.7 To be proactive in raising awareness of refugees and asylum issues with agencies and groups that may be unfamiliar with offering services to this client group.

1.8 To attend and represent Refugee Council at community forums, multi-agency meetings, and other events relevant to the work of the project.

1.9 To develop indicators to record and measure the success of community development initiatives.

1. **Equality and Diversity**
   1. To provide services with due regard for equalities and for meeting the needs of all potential and actual service users. Ensuring services are delivered in ways which are fully accessible and in a language that they can understand
   2. To gain understanding of different perspectives in order to work creatively and effectively with people from all cultures
   3. To work with respect and tolerance for all colleagues, refugees and contacts, and to value diversity and difference
2. **General**
   1. To participate in Refugee Council team meetings, project meetings, working groups and special projects as the needs arise
   2. To carry out any other duties appropriate to grade and role
   3. To be willing to work and travel inside and outside the region from time to time
   4. To manage the workload and be self-administering

Additional Information

**Health & Safety**

The post holder is responsible for:

Cooperating with the Refugee Council in delivering all legal responsibilities in respect of your own and your colleagues, volunteers, clients and others health and safety whilst at work.

Becoming familiar with the Refugee Council’s Health & Safety Policy and procedures including evacuation procedures at your workplace.

Carrying out risk assessments of your own work and especially of your own workstation to ensure that you do not expose yourself or others to unnecessary risk.

**Flexibility**

In order to deliver services effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties will, however, fall within the scope of the job, at the appropriate grade. The job description will be subject to periodic review with the post-holder to ensure it accurately reflects the duties of the job.

**Equal Opportunities Statement**

As part of its recruitment policy, the Refugee Council intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

**Working at the Refugee Council**

A commitment to the work of the Refugee Council.

**Personal Effectiveness**

With the support of their manager the post-holder will need to effectively manage their own workload and medium and long term plans and objectives.

**Flexible Working**

This job is suitable for ‘occasional’ home working subject to prior authorisation.

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Person Specification

**JOB TITLE: Community Development Worker**

## Experience

**Essential**

1. Experience of working with refugees or other vulnerable groups and an understanding of the difficulties faced by newly arrived refugees in the UK.
2. Experience of working with communities to bring about positive change.
3. Experience of organising and delivering group activities aimed to improve social integration.
4. Experience of working in a multicultural environment and commitment to equal opportunities in terms of policy and practical implications.

## Knowledge, skills and abilities

**Essential**

1. Knowledge of the principles and practice of community development.
2. Knowledge of community organisations and the issues and problems they face and an understanding of the practical issues involved in setting up a small community organisation.
3. The ability to respond sensitively to the needs of refugees who may have experienced severe hardship and trauma and now face a new and challenging environment.
4. The ability to act quickly and creatively to put together a programme of practical measures that will meet the diverse needs of newly arrived communities and help them integrate effectively.
5. To be able to establish systems and procedures relating to the role in a clear and organised manner.
6. The ability to engage with a diverse range of people and organisations in a positive and non-judgmental way.
7. The ability to engage and form partnerships with other agencies and providers in supporting newly arrived refugees.
8. An understanding of the importance of impartiality and confidentiality and the need to set clear boundaries and expectations in working with clients.
9. Ability to work on own initiative and as part of a team.
10. Good, clear written and spoken English.
11. Good presentation skills.
12. Good IT skills – word processing, PowerPoint, email and use of internet.
13. Understanding of basic health and safety requirements
14. Full driver’s license with access to a vehicle

**September 2024**