

## ***Job Description***

<b>Post:</b>	JUMP Project Coordinator (x2)
<b>Salary:</b>	£30,000 (pro-rated to £18,000)
<b>Hours:</b>	21 hours per week. Flexible working; some evening and weekend work will be required.
<b>Responsible to:</b>	JUMP Project Manager.
<b>Location:</b>	Hybrid working between home and our North London office space.

Applicants must be UK based either in London/the South-East, or be willing to relocate. We are only able to consider applicants who have the right to work in the UK. JCORE is unable to sponsor working visas to the UK.

We particularly encourage applicants from people with lived experience of the asylum system.

### **About the role**

HIAS+JCORE is the UK Jewish voice on refugees and racial justice. Our work is driven by the belief that the Jewish community should play an active part in building a society in which Refugees are able to live in dignity where the UK is a welcoming place free from racism.

Our organisation came into this form through the joining of operations between two organisations: the UK-based JCORE (Jewish Council for Racial Equality) and HIAS, a global humanitarian aid and advocacy organisation. HIAS+JCORE is inspired by Jewish values and history to support those who are displaced, no matter their background.

JUMP is a London-based befriending project for young asylum seekers and refugees who have been separated from their families. The three primary ways in which JUMP supports young people are **casework**, **community**, and **befriending**.

We are currently supporting 28 pairs through the project and have ambitious plans to expand this to 50 in the coming months.

We are looking for two self-starting team members who will help coordinate this valuable project. You'll be responsible for half of the befriending pairs and undertake tasks such as working with our partner organisations, managing referrals for young people, recruiting volunteer befrienders, and setting-up and sustaining pairs. This includes leading an initial training day.

Contact with befrienders is through monthly reporting, and bi-annual supervision (initially after three months for new befrienders); alongside ad-hoc communication on safeguarding or other urgent matters. Contact with young people is more regular and varies depending on their casework support needs.

Community events take place every three months and offer a space for all young people and volunteers to come together and celebrate the work they are doing on JUMP. You will need to attend these events, which can take place on the

weekend, and liaise with your cohort of befriending pairs to ensure everyone has the correct information.

JUMP also has Hardship Fund (HSF) available to young people who need financial support with travel, clothing, food vouchers, and phone contracts. We also have a small budget for miscellaneous payments, which in the past has included paying for emergency accommodation for young people facing homelessness.

## ***RESPONSIBILITIES***

Supporting the running of our JUMP project, and overseeing and supporting between 25 and 35 pairs, by:

### ***Supporting young people and the JUMP Community***

- Managing a caseload of young people;
- Offering casework support (e.g., related to housing, education; day-to-day needs; arranging legal intervention etc.);
- Where necessary arranging and attending appointments with the young person (GP, Home Office, Job Centre, and Legal appointments);
- Signposting young people to available support and intervening where necessary.
- Assisting in the planning and organising of group trips and events every 2-3 months;
- Conducting initial assessments with young people to understand their needs, and once paired with a volunteer, hosting befriending initial meetings;
- Facilitating Hardship Fund payments to young people, including applications and approvals.

### ***Supervising and supporting volunteers***

- Organising and delivering JUMP core training to new and existing befrienders;
- Recruiting, interviewing and onboarding new befrienders;
- Supporting befriending volunteers through regular supervisions, meetings, emails and phone calls;
- Responding to applications from new volunteers and actively recruiting volunteers as required;
- Ensuring that volunteers uphold JUMP's policies and boundaries for befriending;
- Responding promptly to safeguarding concerns raised by volunteers.

### ***Publicising JUMP, and engaging with key stakeholders***

- Publicising the project to existing and potential referral agencies working with young asylum seekers and refugees who have been separated from their families;

- Establishing and maintaining excellent close working relationships with referral organisations;
- Representing HIAS+JCORE and JUMP in the refugee sector as required, for example at the Refugee and Migrant Children's Consortium (RMCC) meetings.

### ***Project monitoring, evaluation and record keeping***

- Working with experts and the JUMP Project Manager on supporting the project and its evaluation;
- Keeping accurate records in the JUMP database, including for safeguarding and impact evaluation purposes.

### ***Other Duties***

- Ensuring that JUMP informs our campaigns, communications and education work. As the project develops, there will be opportunities for the post-holder to contribute to and support these areas of our work;
- Undertaking any other related tasks as required.

### ***ABOUT YOU***

- Ability to support, develop rapport and trust with, and motivate both young people and volunteers from a range of backgrounds and ages in challenging circumstances, including the ability to facilitate and engage in cross cultural communication;
- Knowledge of issues facing separated asylum seeking and refugee children and young people, and the rights and entitlements of 'Looked After' children and young people;
- Understanding of the current context surrounding immigration, asylum and welfare issues facing children and young people in the UK today;
- Understanding of Child Protection and Vulnerable Adult Safeguarding, and ability to communicate this to volunteers;
- Understanding of youth work principles and methods, including the benefits and challenges of befriending and other participatory methods;
- Ability to network in the refugee sector and develop strong working relationships;
- Ability to work independently and to self-motivate;
- Commitment to HIAS+JCORE values, social justice and antiracism;
- The ability to communicate in languages other than English, in particular Arabic, Spanish and French (desirable).

### ***Necessary Experience***

- A track record of working directly with asylum seeking and refugee children and young people;
- Experience of social work, youth work, or other relevant methods of supporting people in challenging circumstances;

- Experience of training, coordinating and supporting volunteers;
- Experience of juggling commitments and responding to relevant stressful situations.

### ***Desirable Experience***

- Educated to at least undergraduate degree level, or equivalent background or experience;
- Working knowledge of Local Authorities' responsibilities for Looked After Children and Care Leavers;
- Experience of project management including administration, monitoring, evaluation and report writing.