



Coordinator Job Description

Purpose of the role

To work with Chorley United Reformed Church to serve those who attend the Meeting Place sessions; to lead the asylum seeker and refugee work; and to promote the Church's mission to reach out and care for those in need.

Specific responsibilities

To organise the structure and programme for the drop sessions with particular reference to the needs of the Refugee and Asylum Seekers by signposting to other appropriate services.

To ensure sufficient volunteers are available to cover activities and sessions.

To ensure that the volunteers are trained to deliver advice, support, and signposting by sourcing and organising training so that all advice given is in accordance with Office of the Immigration Services Commissioner regulations.

To manage the administration and records of the work being conducted whilst adhering to data protection legislation and confidentiality.

To organise the structure of the sessions; identify a suitable programme from the assessment of the needs of those attending through the liaison with other local services.

To liaise with line manager to source appropriate training for the role and that of the volunteers.

To work with the line manager to build capacity within the service users attending the Meeting Place.

To source training and support to engage service users in providing peer support if and when appropriate.

To work closely with a variety of internal and external stakeholders.

To work with other team members and support them as required during the session, through activities prepared for all to participate in.

To assist with cleaning and clearing of all utensils, equipment, and furniture at the end of the session, leaving the area suitable for other hirers to use.

To comply with all Health and Safety regulations and risk assessments for Chorley URC whilst in attendance and prior to the sessions.

To ensure that all those attending the sessions are treated with dignity and respect at all times.

To ensure that any practices or matters that could be regarded as near misses, accidents, and incidents that could be deemed to be a breach of the Health & Safety, Safeguarding policy are recorded and reported so that the appropriate action can be taken to prevent any further occurrences in the future.

To attend training as required, in particular mandatory Safeguarding training and induction training

Person specification

Knowledge and Experience

Essential

- Experience and knowledge of the Refugee and Asylum Seeker community
- Experience of working in partnership with other agencies
- Knowledge and understanding of safeguarding and confidentiality
- Excellent IT and administration skills
- Experience of working in the charity sector
- Experience and knowledge of best practice in managing volunteers

Desirable

- Experience of working with vulnerable people
- The ability to manage challenging situations
- Local knowledge of community resources and facilities to support this role
- Experience of working in a complex and changing environment

Training and Qualifications

Desirable

- Relevant qualification or training in providing advice and/or working with refugee and asylum seeker community.

Personal attributes

Essential

- Strong written and verbal communication skills.
- Efficient and productive approach.
- Good interpersonal skills with the ability to build relationships in a team.
- Empathy, understanding and patience.
- Able to work collaboratively and flexibly.
- Good time management and organisational skills.
- Able to work well within a team as well as independently.

Flexibility

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

Equality and Diversity

Chorley URC is proud to be an equal opportunity workplace. We recognise and promote the positive value of diversity, equality, and challenge discrimination. We welcome and encourage job applications from people of all backgrounds. There is no requirement to hold a Christian faith to fill this role but you will be expected to act in line with Chorley URCs principles and values.

Disclosure of Criminal Background

All employees are checked with the Disclosure Barring Service.

It is a requirement of the post that an enhanced check is undertaken; successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Chorley URC. This will depend on the nature of the position and the circumstances and background of the offences.

Please note applicants refusing to sign the form will not be progressed further.

Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Chorley URC is confidential. Any disclosure to any unauthorised person is a serious disciplinary offence.