



Refugee Youth Project

UK Registered Charity No. 1139685

London Project Manager - Job Description

Job Outline: The role of the Project Coordinator will be to manage and deliver an out of school support project for young refugees and asylum seekers in London Borough of Barnet.

This position will require the planning, facilitation, monitoring and evaluation of activities and outings, an after-school youth group, a peer-mentoring programme and the continued development of a young girl's group (all with the integral involvement of young people). The role will entail responsibility for fundraising and managing the project's budget. The Project Coordinator will be supervised by a trustee and an external supervisor.

Main Duties

1. To work with session workers, volunteers and young people to run a support and activity project for young refugees and asylum seekers.
2. To facilitate all day sessions with young people every second Saturday (10am – 4pm) during term time and a number of days in the holidays.
3. To facilitate after-school sessions (3.00pm – 6.00pm) with young people every second Tuesday during term time.
4. To facilitate a four-week Summer Programme during the summer holidays.
5. To identify (with young people) potential activities and trips and, where possible, to gain discounted rates.
6. To assist young beneficiaries to run a user's committee to plan, monitor and evaluate activities and provide feedback.
7. To be responsible for recruiting volunteers and ensuring they receive adequate supervision and training.

8. To be responsible for ensuring there are adequate volunteers/staff present to safely run each session and to find staff cover in the case of illness or absence.
9. To be responsible for supervising session staff, ensuring they are fulfilling their job descriptions and informing them when there is a need for improvement.
10. To lead and record volunteer/staff evaluation meetings after sessions end and regular team meetings.
11. To keep a database of young people attending sessions.
12. To ensure any problems and accidents are recorded and appropriate action is taken.
13. To be responsible for coordinating Refugee Youth Project's child protection policy and health and safety policy and monitoring their implementation in this project.
14. To liaise with School and College staff, Barnet Social Services, Connexions and other local and national organisations to ensure smooth running and awareness of the project and in order to provide further support or assistance to young refugees and asylum seekers.
15. To be responsible for coordinating fundraising for the project. This will entail writing grant applications.
16. To organise and take part in training.
17. To plan and carry out monitoring and evaluation activities with participants, volunteers/staff and other interested parties during and at the end of the project.
18. To continue and expand the Peer Mentoring Programme, training young volunteers as mentors for young refugees and asylum seekers in Barnet.
19. To provide training for the young mentors.
20. To provide each mentor and mentee with support, supervision and accreditation through the project.
21. To continue and expand the young women's group in partnership with Barnet Refugee Services

