

**Refugee Resettlement Project Coordinator
(FIXED CONTRACT HOURS)**

5 days per week (35 hours)

Salary £28,000 per annum

Location: DPIA office is based in Cardiff but the role requires working mainly in West Gwent.

Post is initially for 1 year and carries an 8% employer pension contribution

JOB DESCRIPTION

We are currently recruiting for a suitable person to help deliver our Homes for Ukraine Scheme

We are seeking applications from interested individuals who have the skills and flexibility to meet the needs of the scheme.

You will be overseeing the delivery of Orientation and Support services to families/individuals who are being resettled under the Homes for Ukraine Scheme.

The post holder will be required to support host families to deliver a package of support in accordance with the general requirements of the scheme. The scope of this support package will fluctuate depending upon the particular needs of individuals and families.

The post holder will be the main point of contact for all Ukrainian refugees hosted by community members in Torfaen, Caerphilly and Blaenau Gwent Local Authority areas.

MAIN RESPONSIBILITIES OF THE ROLE

- **Project Management** – To plan and tailor an agreed individual support package for each of the allocated families/individuals who arrive under the Homes for Ukraine Scheme.
- **Project Delivery** – To take responsibility for ensuring that all elements within the support package are delivered within agreed time frames. To meet with host families to explain the checklist of tasks, discuss their support needs and identify which tasks require the Project Coordinator's input. In the rare instances where sponsors lack the necessary knowledge, the post holder will cover those gaps by performing more of a caseworker function - but this will be the exception and not the rule.
- **Liaison with key partners** – The post holder will be required to liaise extensively with key service providers (e.g. Host families, West Gwent Local Authorities, housing, education, ESOL providers, DWP etc.) in order to perform the duties expected within each support package.
- **Interpreters** - It is highly likely that the post holder will need to perform most duties in conjunction with a Ukrainian speaking interpreter either face to face or over the telephone. The post holder will therefore need to develop a close working relationship with the nominated interpreter.
- **Holding Drop-in Sessions:** The post holder will host community-based drop-in sessions in each local authority area on a weekly basis- Each LA will pick an accessible venue for these sessions.
- **Holding Monthly Teamed Evenings:** The post holder will be required to organise themed open evenings at each local authority on a rotating basis to enable hosts and guests from all three Local Authorities to meet each other and give and receive support.
- **Monitoring** – Take responsibility for ensuring that all agreed monitoring templates and support plans are kept up to date by host families (and backed up

with appropriate documentary evidence) to provide evidence that all key support package requirements are being delivered.

- **Reports and reporting** – Prepare reports as and when requested by DPIA and/or the relevant Local Authorities. To represent DPIA (in rotation or in combination with others working on the project) at any meetings as and when requested. The post holder will be the main point of contact for all Ukrainian cases supported under the Homes for Ukraine Scheme.

PERSON SPECIFICATION

SKILLS AND EXPERIENCE (ESSENTIAL)	<ol style="list-style-type: none">1. Educated to degree level, or equivalent qualification2. Ability to work with service users collaboratively, in a non-judgemental, empathic way, to help them articulate their views, needs and wishes.3. Ability autonomously across different locations with minimal supervision4. Ability to build and maintain supportive, trusting relationships with service users and create a positive and supportive atmosphere.5. Experience of working with vulnerable groups in a sensitive way.6. Good communication skills.7. A proven ability to plan, review and prioritise workload.8. Extensive experience of using Word, Excel & email.9. Experience of helping people in filling out application forms.10. Experience of delivering support plans similar to those expected under this scheme.11. Ability to work both independently and as part of a team.12. Willingness to travel and occasionally work unsocial hours (including some weekends).13. Experience of prioritising own work and managing conflicting demands.14. Experience of monitoring, evaluating and reporting work.
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	<p>15. Ability to undertake administrative work and maintain accurate and comprehensive record keeping.</p> <p>16. A current driving licence and access to a car (due to frequent travelling between three local authorities)</p>
KNOWLEDGE (ESSENTIAL)	<p>1. An understanding of the key issues facing displaced people (refugee and asylum seekers)</p> <p>2. Knowledge of the issues surrounding the Protection of Vulnerable Adults and Children and of Safeguarding Policies and Procedures</p> <p>3. Knowledge of the Homes for Ukraine Scheme</p> <p>4. An understanding of the impact of traumatic events on adults and children.</p>
OTHER REQUIREMENTS (HIGHLY DESIRABLE)	<p>1. Previous experience of working with displaced people</p> <p>2. Ability to be innovative and creative when planning the delivery of support plans</p> <p>3. Experience of using remote virtual communication tools such as Microsoft Teams, Zoom etc.</p> <p>4. An ability to speak Ukrainian</p> <p>5. Experience of working within a budget.</p>

- This post is subject to satisfactory references and enhanced DBS check.
- Agreement to abide by all DPIA Policies & Procedures at all times

Closing Date:16 May 2022

Please return your application to: faruk@dpia.org.uk