

## Refugee Resettlement Project Co-Ordinator Homes for Ukraine Scheme

**Salary:** £28,000 per year (plus 8% pension contribution)

**Contract:** 1 Year Fixed Term

**Location:** DPIA office based in Cardiff, however this role is based throughout West Gwent

Displaced People in Action (DPIA) offers a range of services to refugees and asylum seekers settled in Wales including those that facilitate the development of confidence, self-sufficiency, education, and employment through advice, guidance, and practical support.

**We are looking for a Refugee Resettlement Project Coordinator with excellent leadership, organisational and communication skills. Your focus will be to work across the three local authorities of West Gwent to develop the skills and knowledge of host families and enable them to support their Ukrainian guests.**

**You will be working together in partnership with hosts, guests and relevant agencies to help, encourage effective community integration of Ukrainian refugees in West Gwent and into Welsh culture.**

### **Responsibilities include:**

- **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.

Successful candidates will be required to undertake an Enhanced DBS (Disclosure and Barring Service) check.

**For more information and details of how to apply please visit: [www.dpia.org.uk](http://www.dpia.org.uk)**

**Closing Date: 16 May 2022**