

Manchester Refugee Support Network (MRSN)

JOB TITLE: Project Worker – Older Refugees

REPORTING TO: Manager

OFFER

- 2 years
- £21,589 (New SCP 12) p.a. pro rata
- 0.4 FTE (2 days or 14 hours per week at times to be agreed)
- Probationary period of six months

The purpose of this job is

- Reaching out to older refugees and providing them essential support
- Helping them gain access to services which are safe and convenient
- Increase their knowledge and awareness of issues that affect them
- Connect them with other people of similar interest or age.

KEY TASKS/RESPONSIBILITIES

Project Management

- To organise, plan and deliver appropriate services and activities as defined by the Service Specification of the Project
- To participate (Coordinator) in the recruitment and induction of new volunteers on the Older People Project
- To network with other agencies in order to learn about models of good practice and to promote the work of Older People Project
- To ensure financial control of the project expenditure
- To establish and implement systems enabling service users to participate in decision making related to the delivery and management of the project
- To prepare regular progress reports for the management team and for all relevant stakeholders in the project
- To maintain accurate and relevant records of case-work, group work or project activities
- To work closely with other projects to ensure that work is not duplicated unnecessarily
- To assess and implement appropriate Information Technology systems to support the work of the project
- To maintain records and collect/collate statistics for monitoring and evaluation as required by grant aiding bodies.

Centre Responsibilities

- To participate in the creation of a warm, welcoming, comfortable safe and accessible environment for service users at Community Centres at Cheetham and Crumpsall
- To be responsible for the recruiting, induction and supervision of volunteers for your project
To act as a role model and mentor for all volunteers at the project
- To participate in partnership meetings, where information is shared and exchanged and ensure that relevant information about Older People Project is given to other staff and volunteers
- To contribute to the development and implementation of centre policies and procedures
- To adhere to MRSN Confidentiality and Equal Opportunity policies
- To contribute to the provision of a safe and healthy environment, ensuring compliance with legal requirements of health and safety
- To act as an ambassador for MRSN as an agency and the refugee community in general.

Roles and Responsibilities specific to this post

- Outreach to older refugees in Cheetham Hill and Crumpsall of Manchester
- To provide support to ensure refugee older people are accessing appropriate wellbeing activities
- To produce promotional/information leaflets to inform refugee older people about the service and their rights
- To interact with older refugees regularly to find out their service needs
- To organise regular social activities and day out activities, etc. Hence, providing opportunities for older refugees to have a break from their local surroundings
- To facilitate opportunities to involve and engage older refugees with the local refugee community group. Help them voice their needs and to talk about their experiences as older refugees
- To deliver cultural awareness training and share useful learning with other organisations or professional through events and conferences at a local level
- To actively participate in all older people promotional activities organised by OPeNS

This job description is a guide to the main duties and responsibilities of this post. It may be subject to amendment as a result of consultation and agreement between the post-holder and their line manager.