**Refugee Survival Trust**

**Job Description:** Community Engagement Officer (Maternity Cover)

**Hours:** 21 hours per week.

May involve some evening and weekend work for which time off in lieu can be taken.

**Location:** Glasgow (with some travel to Edinburgh)

**Salary:** £23,894 FTE (equivalent to £14,336 per annum pro rata) plus 6% pension contribution

**Duration:** This is a temporary maternity cover post for nine months running from 9 July 2018 to 19 April 2019 with the possibility of extension subject to funding. There will be a probationary period of three months.

**Purpose:** The Community Engagement Coordinator is responsible for recruiting and supporting the RST volunteers and for overseeing RST’s volunteer programme. The Community Engagement Coordinator is also responsible for developing our community engagement and integration work.

**Accountable to:** Coordinator

**Start date:** 9 July 2018

**Principal Responsibilities:**

Oversee the volunteering programme at RST including:

* Recruitment and selection of new volunteers including targeted recruitment
* Induction of new volunteers
* Organising relevant training for new and existing volunteers
* Providing tailored support to new and existing volunteers
* Maintaining volunteer records
* Reviewing and developing volunteer policies and procedures
* Engaging with new organisations to develop formal partnerships
* Development and management of new volunteering programmes and seeking funding for these
* Managing refugee office internship scheme including recruitment, induction and ongoing intensive supervision of in-office volunteers
* Development and management of befriending project including fundraising, recruitment, volunteer development, event planning and management, development of training materials, management of media project, evaluation
* Updating organisational social media & website
* Representing RST at community & professional events
* Other reasonable duties as requested by line manager or Trustees.

**Person Specification:**

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| **Essential** |
| Excellent communication skills including the ability to give presentations and facilitate group discussions |
| Experience of managing and supporting volunteers |
| An empathy with volunteers and an understanding of their needs |
| The ability to work cooperatively with different types of personalities |
| Ability to organise own workload and prioritise effectively |
| High computer literacy including a good working knowledge of Microsoft Office |
| Ability to maintain clear and accurate records |
| Knowledge of asylum and refugee issues |
| Commitment to the vision and aims of RST |
| **Desirable** |
| Experience of using social media in the workplace |
| Knowledge of refugee and asylum seeking community groups and organisations in Glasgow and Edinburgh |
| Experience of people management |
| Experience of fundraising including event organisation and writing funding applications |