



Supporting Asylum Seekers and Refugees
Charity Registration No. 1189399

3 Wright Street, Hull, HU2 8HU, tel. no: 01482 205880
hello@welcomehousehull.org.uk; <https://welcomehousehull.org.uk>

JOB DESCRIPTION

Job Title:	Refugees and Asylum Seekers Support Worker
Location:	Grimsby
Starting date:	ASAP
Job Duration:	20- hours per week

Main Purpose:

You will provide information and support for refugees and asylum seekers to help them access the local services and mainstream provision and establish links in their community. You will work effectively and collaboratively with the relevant local organisations and the Local Authority. You will deliver the services in a manner that is convenient for our clients and appropriate to their specific needs.

The list of key functions is below. You will not be expected to have all these in place from Day One and we will provide in-house training and support where needed:

- Assisting in the creation & distribution of publicity materials to increase awareness, provide information and widen participation;
- Collating evidence of project impact, including developing feedback mechanisms, writing up session feedback, and creating reports;
- To promote the principles and practices of equality and social inclusion in all aspects of the work and ensuring the services are delivered in ways which are fully accessible and in languages that asylum seekers and refugees understand;
- To assist with the integration of the refugees and asylum seekers into their local community;
- To participate in relevant training and continuing professional development activity as agreed with your line manager;
- To participate in and contribute to Welcome House staff meetings, and internal organisational development events, and any other roles commensurate with the grading of this post;
- To develop and maintain links with local and relevant VCSE in Grimsby working including those supporting asylum seekers and refugees;
- To represent Welcome House at external meetings as agreed by Welcome House. To assist in arranging events, evaluations, client's feedback, etc;
- To compile and maintain auditable records, both paper and electronic, of the Welcome House activities in Grimsby to enable effective monitoring and evaluation; and
- To maintain a database of clients, partners, and associated contacts.



Main Partners





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Other Duties:

- Carry out such other duties as may be reasonably requested for the success of Welcome House.

Person Specification

Experience and Knowledge:

- Experience of working with refugees/asylum seekers or other vulnerable groups and an understanding of the difficulties faced by refugees/asylum seekers;
- Experience of working with Information Technology applications such as Microsoft Word, PowerPoint, Access, and Excel;
- Knowledge of the difficulties refugees/asylum seekers have in accessing services in the UK and
- Ability to prepare and present regular reports and keep an up-to-date record of work progress.

Qualities, Abilities and Skills

Essential:

- Good verbal and written communication skills in English;
- Good interpersonal skills and a commitment to equality, diversity and inclusion;
- Enthusiasm, reliability, and self-motivation, with a flexible approach to work;
- Working as a part of a team, with an ability to schedule work and manage deadlines; and
- Be able to speak more than one language including English.

Desirable:

- A Full UK driving licence and access to car required for this role) - preference

Salary

Salary. £15.00 an hour for 20-hour week. Hours to be worked over 2 or 3 days, to be agreed. 28 days holiday a year. (Some flexibility over school holidays).

The closing date for receiving the applications is 21 December 2024 and Interviews will be held on 30th December 2024 in Grimsby.

*For an application form please contact Welcome House on email:
hello@welcomehousehull.org.uk.*

If you don't hear from us by 31st Dec 2024, then kindly accept that your application has been unsuccessful on this occasion.