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| Job Title  | **Project Co-ordinator**  |
| Location | The Sycamore Centre, 33a Hungerhill Road, Nottingham, NG3 4NB  |
| Salary  | £12.20 per hour (£8,247 per year) |
| Hours of work  | 13 hours per week (flexible) e.g. one day per week in the Host Office (at Sycamore Centre) and the other hours to include some evenings for visits to hosts and some Saturday mornings at the Destitution Food Group  |
| Holidays  | 8 days + statutory holidays  |
| Responsible to  | Jane Henson  |
| Contract length  | Minimum 12 months (continuation dependent on funding) |

**HOST Nottingham**

Host Nottingham has been providing temporary relief to destitute asylum seekers and refugees for five years. Set up in response to an increasing awareness of the position of refused asylum seekers Host Nottingham has recently expanded its work to include newly recognised refugees.

Our core work is managing host placements – linking up potential guests with volunteer hosts for an agreed time period.

We also run a clothes bank in partnership with the Nottingham and Nottinghamshire Refugee Forum.

**Job Description**

In accordance with the aims and objectives of HOST Nottingham and under the guidance of the Management Committee the Project Coordinator is responsible for:

* The day-to-day delivery of the service in support of volunteer hosts and guests. Managing placements from referral to move-on stages of guests.
* Following up enquiries made to HOST Nottingham via the main website, events, partnership referrals and media.
* Meeting with potential new hosts in order to give them information about the project and its aims.
* Representing HOST Nottingham at community events and delivering presentations to local groups as required.
* Working hours will be flexible with probably one day per week in the Host Office (at Sycamore Centre) and the other hours will include some evenings for visits to hosts and some Saturday mornings at the Saturday Group meal for destitute asylum seekers.

**Duties and Responsibilities**

* Co-ordinate and develop the hosting project.
* Develop and maintain links with all key agencies.
* Support the Management Committee in running the charity.
* Support an existing team of volunteers and continue to recruit and induct new volunteers according to the needs of the project.
* Plan and organise events.

**Administrative Role**

* Maintain and where appropriate, set up new administrative office systems and procedures.
* Collate and evaluate evidence about the service in order to recommend and implement relevant actions for improvement and development.
* Prepare regular reports for the Management Committee and contribute to the annual report.
* Manage petty cash payments and records. Liaise with the Treasurer with all financial transactions.
* Maintain database of all contacts and volunteers.
* Prepare regular updates for supporters.
* Update the website with current events and links.

**Clothes Bank**

* Manage existing volunteers for clothes sorting and distribution days (currently last Friday of the month).
* Take in referrals for the clothes bank made by the Nottingham and Nottinghamshire Refugee Forum.
* Organise volunteers and clients on distribution days.

**Person Specification**

**Essential**

* Knowledge of the asylum process and understanding of issues facing destitute asylum seekers and refugees.
* Good communication, interpersonal and presentation skills.
* Ability to work independently and without supervision.
* Commitment to the fundamental principles of the right to refuge and asylum.
* Good IT skills.
* Good organisational and time management skills.
* Ability and willingness to work outside of normal office hours when required.

**Desirable**

* Experience of working with asylum seekers/refugees either in a paid or voluntary role.
* Access to own car.

Applicants should apply with a CV and covering letter explaining how they meet the above criteria.

Please provide the names and contact details of two referees.

Please send applications to: hostnottingham@gmail.com

or

HOST Nottingham

The Sycamore Centre

33a Hungerhill Road

Nottingham

NG3 4NB

Application deadline: **5pm** **Monday 5th September 2016**

Interview date: **Friday 16th September 2016 (tbc)**

*If you would like to discuss any aspect of this job vacancy please call Jane Henson on 07940 548832*