c/o The Sycamore Centre

33a Hungerhill Road

Nottingham

NG3 4NB

E: hostnottingham@gmail.com

W: www.hostnottingham.org.uk



**VACANCY**

**Project Coordinator**

Hours: 13 per week (flexible)

Salary: £8,247 per year

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 how 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.

The **Project Coordinator** is responsible for the delivery of the service and supporting volunteer ‘hosts’ and ‘guests’ (destitute asylum seekers / refugees), liaising with partner organisations and maintaining administrative systems, databases and our website.

For more information and how to apply contact: hostnottingham@gmail.com

For an informal chat about this post please contact:

Jane Henson on 07940 548 832

Closing date for applications: **5pm Monday 5th September 2016**