**(SCOS) Room for All Hosting Scheme**

**JOB DESCRIPTION**

**Job Title:** Hosting Scheme Coordinator

**Hours of Work:** 8 hours per week

**Salary:** £9 per hour

**Place of Work:** Based at home with potential to be based alongside other Swindon City of Sanctuary employees/office address TBC.

**Responsible to:** Swindon City of Sanctuary’s Development Worker

**Responsible for:** Volunteers/Hosts & Guests

**Purpose of Job:** To develop the network & coordinate our hosting project, Room for All in Swindon.

To recruit volunteers, hosts and manage referrals of guests. Role includes record keeping and producing reports to the board of trustees and for any Room for All funders.

**Contract:** Fixed term for 1 year initially (extension of hours possible but funding dependent)

**Closing date:** Monday 4th December

**About Swindon City of Sanctuary:** We aim to promote a culture of welcome, inclusion and support for everyone in Swindon, with a focus on those seeking refuge.

**About ‘Room for All’ Hosting Scheme: ‘**Room for all’ is a new project managed by Swindon City of Sanctuary which aims to match destitute refugees to hosts in Swindon who can offer them a spare room in their own home for an agreed, short period of time. Our hosting scheme is also part of the national hosting network [NACCOM.](https://naccom.org.uk/)

We recently ran a 3-month pilot for the scheme in which we had 8 hosts signed up and 4 guests being hosted. The scheme has been running solely on the support of some wonderful volunteer coordinators and overseen by our Development Worker.

The pilot was a success with all four guests now having moved on from their host families. We have had a break period in which we reviewed the scheme with advice and feedback from all those involved including volunteers and service users.

We are now accepting referrals again, these currently all come from [The Harbour Project.](http://harbourproject.org.uk/)

To find out more please look at our [website](http://swindon.cityofsanctuary.org/projects/roomforall) or email us with any questions to: nicola@swindon.cityofsanctuary.org

**What we are looking for:**

We are looking for someone who is organised, self-motivated, friendly & passionate about supporting refugees and asylum seekers in Swindon.

**Main tasks**: (we will support you to ensure the tasks below are realistic in the 8 hours a week currently paid for in this role).

**1. Volunteer Coordination**

1.1. Provide ongoing training and supervision for all volunteers

1.2. Provide recruitment, induction and basic training for all new volunteers: Promoting volunteering opportunities through different outlets to attract the best possible new volunteers.

1.3. Effectively co-ordinating and administering all volunteer enquiries and applications (including forms, interviews, references, DBS checks if appropriate etc)

1.4. Manage the volunteer teams

1.5. Develop and maintain volunteer databases and monitoring systems.

1.6. With the support of the Manager and Trustees, develop and ensure the implementation of RFA/SCOS policies, in particular those relating to volunteers.

1.7. Gather feedback from hosts, guests and volunteers.

**2. Host network coordination**

2.1. Match guests with a host and assign support workers for both host and guest.

2.2. Provide training for host households and pair hosts together to enable them to be support for each other.

2.3. Keep accurate records of host placements and support needs.

2.4. Report to the board of trustees on the host network bi-monthly

2.5. Coordinate host placement follow up visits for each household.

2.6. Develop a strong and supportive community of host households

**3. Other**

3.1. To work within the wider staff team of Swindon City of Sanctuary, attend staff meetings and participate in training opportunities appropriate to the post.

3.2. To promote equality and rights for asylum seekers & refugees, model anti-oppressive behaviour and implement SCOS Equality, Diversity and Inclusion policy.

3.3. To work within SCOS aims, objectives and policies.

3.4 Attend and contribute to Trustees meetings on occasion as required.

3.5 To carry out additional duties in consultation with the line manager as are consistent with the responsibilities of the post.

3.6. Evening and weekend working will sometimes be necessary.

**Please send your CV along with a covering letter on why you are the right person for the job. Please refer to the ‘main tasks’ section and highlight any relevant experience you have to us.**

**Email:** **nicola@swindon.cityofsanctuary.org**