

**Activities Coordinator**

Location: Shrewsbury/Home based

Responsible to: Office Manager

Hours: 37.5 per weeks including some weekend and evening work

Contract term: 12 months

Salary: £25,000 per annum

    
  
We have an exciting opportunity for an *Activities Coordinator* to join Shropshire Supports Refugees (SSR).

The activity coordinator will liaise with local services and voluntary support groups to coordinate and timetable activities for refugees and guests.

The ideal candidate would have excellent organisational skills and knowledge of local provision of activities and leisure and tourism opportunities in Shropshire.

The candidate will organise a range of activities throughout Shropshire for adults and children and attend the activities to ensure the smooth running.

Working closely with local organisations and other voluntary sector agencies, promoting both the integration and independence of resettled refugees and guests.

Main Duties and Responsibilities

1. To identify the needs of newly arrived refugees/guests and play an active role in fulfilling them.

2. Develop activities and produce and promote timetables and calendars to reflect them.

3. Through one to ones and group activities, assist refugees to develop and take part in social, cultural, recreational and other community activities including community ESOL

4. To promote the successful integration of refugees/guests through group work that may focus on key factors such as health, employment, housing, education and training.

5. To be proactive in raising awareness of resettled refugees promoting best practice in supporting refugees.

6. To work with volunteers in a manner that effectively compliments the framework of integration support.

The post holder is responsible for:

* Cooperating with Shropshire Supports Refugees in delivering all legal responsibilities in respect of your own and your colleagues, volunteers, clients and others health and safety whilst at work.
* Carrying out risk assessments of your own work and activities to ensure that you do not expose yourself or others to unnecessary risk.
* Flexibility in order to deliver services effectively - a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties will, however, fall within the scope of the job.

Essential skills:

* Experience of undertaking and providing activities
* Demonstrate an understanding of the issues displaced people face and their rights and entitlement.
* Excellent verbal and written communication skills in English, with the ability to communicate effectively with people whose first language is not English directly and through interpreters.
* The ability to organise, plan, manage, monitor and prioritise your own workload.
* Excellent administrative skills to record and input data to demonstrate impact and evaluation reports.
* Demonstrate a positive, can-do attitude with a passion for delivering the best outcomes for vulnerable people.
* Good IT Skills

Desirable skills:

* Ukrainian or Russian speaker and/or Arabic
* Competent in the use of Salesforce.

Please complete the job application form and return it along with your CV to [info@shropshiresupportsrefugees.co.uk](mailto:info@shropshiresupportsrefugees.co.uk).

Closing date for applications is 3pm Friday 10th June 2022.

Interviews will take place from Wednesday 15th June 2022.