



**CROYDON
REFUGEE
DAY CENTRE**

Job Advertisement

Manager for the Croydon Refugee Day Centre

Title: Manager (Part Time)
Salary: £26,000 pro rata 21 hours per week + pension
Reporting to: Trustees of the Croydon Refugee Day Centre (CRDC)
Main Purpose: To organise, deliver and develop the activities and services offered by the Croydon Refugee Day Centre to ensure the project positively impacts the lives of its asylum seeker and refugee clients.

The Croydon Refugee Day Centre (CRDC) has provided a safe place to meet in a welcoming environment for asylum seekers and refugees in the local area. This has primarily been through the provision of services and a hot meal within a Day Centre but also through support to those placed in initial accommodation through our Family Education Project. We have adapted our services during coronavirus restrictions, concentrating on distribution of clothing and food when we have not been able to welcome clients inside the building. The CRDC was founded by West Croydon Baptist Church and is based in a hall at the Church but is now a Croydon Churches Together project supported by a diverse range of volunteers.

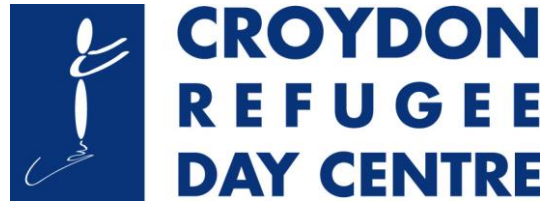
The person appointed will be required to manage the Tuesday Day Centre services, to oversee preparation and related activities on Mondays to Wednesdays and to set in place a strategic plan for the CRDC to consolidate and develop existing services and networks with other organisations to best meet client needs. An ability to draft and implement policies and procedures to comply with best practice is required.

Before applying, it would be preferable for any candidate to visit the church on a Tuesday morning to gain an understanding of the services offered and the setting within which the CRDC operates. To arrange a date for a visit and to obtain the job description and person specification please contact Esther King in the Church Office on 020 8689 4527 or by email to office@westcroydon.com

Please send your CV and a letter explaining your interest in the post to office@westcroydon.com

Closing date for applications: Thursday 24 June 2021

The appointed person will be subject to a DBS check.



Manager for the Croydon Refugee Day Centre

Title: Manager (Part Time)
Salary: £26,000 pro rata 21 hours per week + pension
Reporting to: Trustees of the Croydon Refugee Day Centre (CRDC)
Main Purpose: To organise, deliver and develop the activities and services offered by the Croydon Refugee Day Centre to ensure the project positively impacts the lives of its asylum seeker and refugee clients.

Job Description

Key Areas of Contribution / Activities

1. To engage in tasks to ensure the setting up and management of Tuesday Day Centre services and oversee regular related activities at the premises on Mondays and Wednesdays.
2. To guide and oversee staff and volunteers involved in the Family Education Project and other activities off the premises.
3. To adapt and vary service delivery in relation to perceived changing needs of asylum seeker and refugee clients and to external factors such as Government health requirements and the use by others of the hall where the Day Centre is based.
4. To set in place a strategic plan to consolidate and develop services to meet client needs and to ensure that the charity that the charity operates within regulatory requirements with policies and procedures to comply with best practice.
5. To organise administrative tasks to support service delivery including the maintenance of records of asylum seekers and refugees benefitting from our services and of volunteers delivering them.
6. To maintain a team of volunteers through recruitment, induction, training and providing support including holding volunteer meetings and organising volunteer outings.
7. To be accountable to and regularly liaise with trustees of the CRDC and to attend trustee meetings to report on activities and developments.
8. To establish a database of individuals, churches, schools and other organisations that have supported the CRDC and to maintain good relations with this network.
9. To research, identify and execute new funding and support opportunities for the CRDC.
10. To raise awareness of issues and needs of asylum seekers and refugees among statutory and voluntary agencies and the local community.

11. To represent the CRDC within the wider refugee community and to seek access to any resources and information available to the project.
12. To work in cooperation with other local agencies and community organisations to organise activities and events that will improve CRDC services and encourage integration.
13. To be responsible for safeguarding within the CRDC for volunteers, staff and clients.

Person Specification

Essential Qualities

Skills & Abilities

- Good organisational and time-management skills in attending to the job description tasks.
- Ability to work on own, to take the initiative and to lead or represent the CRDC.
- Ability to work with others including organising and motivating volunteers.
- Good verbal and written electronic communication skills.
- To have a good working knowledge of commonly used ICT applications such as Word, Excel, PowerPoint.
- To have good analytical skills, able to analyse data, assess need and plan effectively
- Ability to listen actively and work in a non-judgemental way that builds trust.
- Ability to organise, motivate and lead volunteers and staff.

Knowledge

- Knowledge of legislation and policies affecting asylum seekers, refugees and migrants or willingness to develop this knowledge.
- Awareness of issues affecting asylum seekers and refugees or willingness to develop this understanding.
- Knowledge of safeguarding for working with vulnerable individuals, groups, children and volunteers.

Experience

- Experience of managing people and team working.
- Experience of working with vulnerable people of all ages from diverse backgrounds experiencing sensitive or challenging situations.
- Experience of effective communication with interested parties.

Desirable requirements

- To be able to drive.
- To have knowledge of catering.