



Refugee
Survival
Trust

Job Description: Community Engagement Coordinator

About the Refugee Survival Trust:

The vision of RST is that all refugees and asylum seekers in Scotland receive just and respectful treatment and support appropriate to their needs.

RST's mission is to do everything within our available resources and powers to achieve that vision by enabling and supporting asylum seekers and refugees in need.

Hours: 28 hours per week. May involve some evening and weekend work for which time off in lieu can be taken.

Location: Glasgow (with some travel to Edinburgh)

Salary: £25,472 FTE (equivalent to £20,377 per annum pro rata) plus 6% pension contribution (SJC scale 26-29)

Duration: This is a temporary post for six months running from September 2019 with the likelihood of extension subject to funding. There will be a probationary period of three months.

Purpose: The Community Engagement Coordinator is responsible for recruiting and supporting the RST volunteers and for overseeing RST's volunteer programmes. The Community Engagement Coordinator is also responsible for developing our community engagement and integration work.

Accountable to: Coordinator

Start date: September 2019

Principal Responsibilities:

Oversee the community programme at RST including:

- Line management of two part-time members of staff - the Volunteer Engagement Officer responsible for RST's Wee Welcome befriending project and the Community Liaison Officer working on outreach activities with schools and communities
- Managing refugee office internship scheme including recruitment, induction and ongoing intensive supervision of in-office volunteers
- Managing the Wee Welcome multicultural parent and toddler group including budgeting, financial reporting and managing Volunteer Engagement Officer's work on this project
- Managing the Glasgow Welcome befriending programme, including recruitment, training and matching of partners, and ongoing support.
- Fundraising for the community programmes - identifying potential funders, opportunities for new initiatives, writing applications, reporting to funders
- Management of budgets for community projects
- Development and management of volunteer teams: fundraising, events, social media
- Recruitment and selection of new volunteers including targeted recruitment



Refugee
Survival
Trust

- Devising and delivering volunteer induction, training and support
- Engaging with new organisations to develop formal partnerships
- Developing and maintaining volunteer policies and procedures
- Updating organisational social media & website
- Representing RST at community & professional events
- Other reasonable duties as requested by line manager or Trustees.

Person Specification:

Essential
At least five years of relevant experience in community development or volunteer management
Experience of successfully leading and line managing staff
Excellent communication skills including the ability to give presentations and facilitate group discussions
Experience of managing and supporting volunteers
Experience of fundraising, including successful grant applications
The ability to work cooperatively with different types of personalities
Ability to organise own workload and prioritise effectively
High computer literacy including a good working knowledge of Microsoft Office
Ability to maintain clear and accurate records
Knowledge of asylum and refugee issues
Commitment to the vision and aims of RST
Desirable
Experience of using social media in the workplace
Knowledge of refugee and asylum seeking community groups and organisations in Glasgow and Edinburgh
Experience of managing events

To apply: please send a motivation letter (maximum 500 words) and CV to info@rst.org.uk

Closing date for applications: 12 noon on Thursday 22 August

Interviews for shortlisted candidates will take place on 29 and 30 August