



Working to create a society which is inclusive and compassionate towards migrants

Community Engagement Coordinator – Schools and Youth

Job description and person specification

Reporting to:	Director
Location:	54-56 Castle Street, Dover, CT16 1PJ
Travel:	Office based, local travel and occasional national travel
Hours:	Part time, 15 hours per week (0.4FTE) - flexible
Job status:	Fixed term contract for 8 months (flexibility with term times)
Holiday:	25 days + statutory holidays pro rata
Salary range:	NJC scale 18-23 £25,419-£28,226, pro rata depending on experience

About Samphire

Samphire is a registered charity (No. 1106667) that works to create a society which is inclusive and compassionate towards migrants. Samphire is committed to equality, human rights and promoting the benefit of lived experience expertise. Samphire's work includes:

- Advice and support to people who have been released from detention
- Pro-bono immigration legal advice and representation to local communities in Kent (OISC Levels 1 and 2)
- Community Engagement with the diverse communities of Kent including work on Roma Inclusion and running Dover's annual multicultural festival
- Welfare advice, support and well-being sessions for people housed at Napier Barracks

Job Purpose

The Community Engagement Coordinator will restart and revitalise Samphire's exciting and successful Schools of Sanctuary project (paused due to the pandemic) developing it to include information about established 'migrant' communities, for example Roma people, and newly arrived people and refugees. The post-holder will build relationships with stakeholders in schools and community groups to encourage and embed a culture in Kent's young that welcomes migrants and challenges damaging and counter-productive narratives on migration and race.

Job Description

The role is primarily based in Dover with some work in the community including school and education settings. The Community Engagement Coordinator will deliver workshops, assemblies and other projects that meet Samphire's mission as well as contribute to learning and curriculum outcomes for local schools. They will represent Samphire and promote the work in national networks for examples the Schools and Cities of Sanctuary movements and statutory education and youth mechanisms.

Main duties and responsibilities

- In collaboration with our partners, undertake and coordinate talks and projects in schools and colleges to engage young people on migration issues
- Outreach and build relationships with head-teachers, deputies, faculty heads and other decision makers and advocates in the Kent's schools, colleges and learning settings
- Improve local people's understanding of the different factors influencing migration and the impact migration has on the UK and the local area;
- Develop and expand our existing networks of supporters and partners raising the profile of the project and Samphire locally
- Support schools active in the project on the journey from initial engagement to becoming 'Schools of Sanctuary'
- Produce leaflets, resource materials, presentations and social media outputs that inform young people about migration, detention and related issues.
- Contribute to Samphire's advocacy, including in media and social media
- Keep abreast of and advise the team on new and current online platforms including social media, their benefits and risks
- Develop volunteer roles and opportunities in the Schools and Youth work
- Work collaboratively with the Samphire team to recruit, train and manage volunteers
- At all times work in collaboration with the Community Engagement Coordinators that lead Samphire's Roma and Dover Together work
- Raise awareness of Samphire at meetings, events and networks
- Speak at public events about migration, detention, race equality and Samphire
- To attend relevant fora and networking events
- To manage a budget for the Schools and Youth Work
- Contribute to Samphire's programme of annual events including the Multicultural festival, Football Tournament and Post Detention Conference
- Develop monitoring, evaluation and impact measurement and keep accurate records and data
- To write and draft project reports
- Collaboratively with the Samphire team recruit, train and manage volunteers
- To work at all times collaboratively with the rest of the Samphire team with the opportunity to become involved in other projects when required
- To undertake such duties and responsibilities appropriate to this post, not specifically mentioned in this Job Description, as allocated by the Director

Qualifications and Qualities

Essential

- Educated to a degree level or comparable qualifications
- At least one year's experience, paid or voluntary, in a related field – community development, youth work, social exclusion, teaching, human rights or race equality
- Experience delivering workshops or training
- Experience with children, young people or students
- Excellent communication and listening skills, including the ability to communicate with a wide range of diverse people

- Knowledge of the voluntary sector
- Proven ability to organise and prioritise a workload and to work to deadlines
- Ability to work collaboratively with stakeholders
- Understanding of the UK's education system
- Understanding of the UK's multicultural heritage and history
- Computer literacy including social media and online research skills
- Ability to work flexibly including occasionally outside normal office hours
- Commitment to Samphire's core values
- Experience of, and sensitivity to, cultural differences
- Commitment to the principles of equal opportunities
- Understanding of and commitment to confidentiality and GDPR compliance
- Understanding of and commitment to safeguarding

Desirable

- Teaching experience or other experience of working in an educational setting
- Experience of working with asylum-seekers or refugees
- Excellent written and spoken English;
- Knowledge of immigration and international human rights
- Clean UK driving licence and access to a car
- Experience of working with volunteers or people with lived experience
- Problem-solving and analytical skills
- Experience of working in an office environment
- Experience of working with people at risk of harm and exploitation
- Monitoring, evaluation and report writing experience
- Experience of planning and managing budgets
- Experience of events management
- Experience of website and database/CRM design and management
- Knowledge of a second language and experience of immigration is highly desirable

Working Conditions

The role is based in Dover requires substantial work in the community and some national travel. A Disclosure and Barring certificate (DBS) will be will be required. Samphire is keen to receive applications from people with experience of immigration, people of colour and otherwise racialised minorities.

Hours of work: 15 hours a week: the core hours are 10am to 3.30pm Monday to Friday. The Community Engagement Officer will be expected to work flexibly with some 'anti social' hours. Samphire is open to job shares for this post and applications from candidates that are interested in weighing their pro rata hours in term times. Fundraising in process. If you are a disabled person please contact us about your reasonable adjustments requirements.

Please send your CV and cover letter that addresses all points at Person Specification and outlines why you are suited and passionate working towards creating the society which is inclusive and compassionate towards migrants to recruitment@SamphireProject.org.uk (subject line: Community Engagement Coordinator – Schools and Youth) along with an completed Equality data form. For further questions, please contact Mhairi McGhee, Director on Mhairi@SamphireProject.org.uk or 01304 242755. The deadline for applications is 5pm on 25th May 2022. Interviews will be held on the 27th and 30th May and 1st June

Patron: Bishop Rose Hudson-Wilkin
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