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| **Welsh Refugee Council**  **Job Description** |

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**Job Title:** Welsh Refugee Coalition - Coordinator

**Group:** Communications and Engagement Team

**Report to:** Head of Communications and Engagement

**Salary:** £28,000 – £32,000 per annum (depending on experience)

**Location:** Hybrid working. We operate a hybrid working from home/ office environment. (All-Wales post)

**Duration:** End of October 2025

**Hours:** 35 hours per week - normal office hours are 9:00am to 5:00pm but this role may involve some agreed occasional out of hours’ activity and occasional overnight stays with working away from the office

**Benefits per annum:**

* 25 days leave, increasing by 1 day per annum to a maximum of 30 days
* Up to 2 days paid volunteering leave
* Up to 3 days paid carers leave
* Up to 5 days paid study leave
* 5% pension
* Access to company paid counselling support.
* Staff led Wellbeing Group; with activities such as fitness dancing, team building quiz events, yoga, and regular weekly Staff Room Chit Chats held virtually during Covid.

**We are the Welsh Refugee Council**

You will be joining us at an exciting time in our journey, helping us and the sector to support those who are forced to seek safety. With over 33 years’ experience, we are trusted by the communities we serve and are seen as the lead organisation in Wales for asylum seekers and refugees.

We are proud that during the Coronavirus pandemic we adapted our services and were able to grow our income significantly. None of our staff were furloughed and this is testament to the adaptability of our staff, the demand for our services and the inequalities that persist in society- that require amazing people to do something about it.

We have secured funding for a full-time post supporting the work of the Welsh Refugee Coalition (the Coalition), of which Welsh Refugee Council is the secretariat. This the role is hosted by the Welsh Refugee Council on behalf of the Coalition.

## Purpose of the Post and Welsh Refugee Coalition

The Welsh Refugee Coalition is a collection of 50+ member organisations working in Wales with asylum seekers and refugees at all stages of their journey, and with the communities in which they live. The Coalition works together in the interests of asylum seekers and refugees, to ensure that our limited resources can be used to best effect and to speak with one voice on policies and practices affecting people seeking safety in Wales.

In 2020 the Coalition worked together to produce its Manifesto Priorities (<https://wales.cityofsanctuary.org/wp-content/uploads/sites/74/2021/03/Nation-of-Sanctuary-%E2%80%94-making-the-vision-a-reality.pdf>) and work to ensure Wales acts in becoming a Nation of Sanctuary (<https://gov.wales/sites/default/files/publications/2019-03/nation-of-sanctuary-refugee-and-asylum-seeker-plan_0.pdf>)

The Coalition Executive Group will have joint responsibility for feeding into the development, tasks, priorities, and performance review associated with the role.

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**The ideal candidate will:**

* Have experience of working in alliances or coalitions to bring people together around shared aims.
* Have drive and ability to work under pressure, to tight deadlines, and to adapt priorities to achieve the Strategic vision.
* Have excellent verbal and writing skills- able to engage at all levels and ensure key points are communicated to achieve change.
* Have confidence to lead and steer meetings, to ensure a project development process is followed.
* Have initiative and coordinate plans to secure asylum seekers and refugees in Wales have their voices heard.
* Awareness of inclusion tools and activities for engagement of people and organisations at varying levels.

## Main Duties and Responsibilities

You will ensure the Coalition achieves important improvements to the lives and prospects of people seeking asylum and refugees, through its members and its influence, especially by:

* Leading strategy work including revision of Vision, Aims and Outcomes for the Welsh Refugee Coalition
* Drive forward the Coalition’s manifesto priorities
* Coordinate the Coalitions work, including development of policy proposals and consultation responses, through mapping needs and issues and ensure a Welsh angle is covered.
* Co-ordinating and planning lobbying and campaigning, working with all members of the Coalition.
* Summarising key new reports and presenting at Coalition meetings – to create capacity within Coalition members and increase understanding across the sector.
* Working with Secretariat to grow active membership and make the most of the specific expertise of members.
* Co-ordinating action with other devolved nations to influence Westminster on matters of concern.

**Support for you**

You will be supported by the Senior Management Team at Welsh Refugee Council and the Coalition Exec Group who will be involved in project planning, design and delivery, and who will provide sector information and data.

For key events and activity, the role will be supported by Coalition Members who will be jointly responsible for associated tasks.

The Secretariat will support you with administrative tasks such as event booking and liaising with members for key updates.

You will work with like-minded people- who strive to make a difference every day, and challenge hostile practices that limit people’s potential.

**Personal Specification**

When completing your application- please ensure you provide **examples** of how you meet the essential criteria listed below. You may also want to evidence or reference some of the desirable criteria.

Applicants that do not reference how they meet the essential criteria will not be invited to interview.

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| **Quality** | **Essential** | **Desirable** |
| **Education & Training** | * 5 GCSEs grades A-C including English and Maths, Or equivalent. |  |
| **Communication skills** | * + - * Excellent written and verbal communication, with the ability to engage and influence a range of differing audiences.       * Ability to build rapport and influence others       * Ability to have and effectively difficult conversations.       * Knowledge & ability to develop credible policy proposals. | * Able to work in the medium of Welsh * Able to speak a community language * Experience of working with press and the media * Graphic design skills |
| **Knowledge** | * Knowledge of campaigning or, community organising. |  |
| **Job Experience**  **& Skills** | * Experience of developing and implementing a campaign or advocacy strategy to achieve positive changes in policy * Experience of influencing and working with high level stakeholders and managing relationships at all levels * Experience of working with diverse peoples and empowering those with lived experience. * Experience of chairing, steering meetings. * Experience of evaluation frameworks and using evidence to influence change. | * Understanding of the migration or refugee sector. * Experience of working with community organisations * Lived experience of the asylum system |
| **Behaviours** | * Excellent coordination, delivery and prioritisation skills * Strong ability to work independently, take initiative and solve problems when they arise | * Lived experience of the asylum system |

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**Diversity, Equity, and Inclusion**

We welcome and particularly encourage individuals who identify as LGBTQI+, differently abled, women from ethnic minorities, people from various economic backgrounds and people with lived experiences.

If you have lived experience as a refugee, we highly recommend you get in touch with our Education and Employability Officer who will be able to schedule a phone call to discuss British style interviews [Chris@wrc.wales](mailto:Chris@wrc.wales) .

Our approach to interviews is:

* We will ask questions about you- to understand your strengths.
* Our interview questions will be based around the Job Description and Person Specification.
* We will test key skills that are mentioned in the Job Spec.
* You will score higher- if you give us **examples** and explain what you did.
* You will receive the interview questions 1 hour before the interview- to provide reflection time.

**Deadline for applications is Monday 26th June at 5pm**

**Please submit your application to** [**recruitment@wrc.wales**](mailto:recruitment@wrc.wales)

Applications received after this date, will not be accepted.

Please put the name of the job role in the subject heading of your email.

**Invites for interview will be sent by email, and interviews will be held W/C 10th July.**