



Partnership Services Coordinator: BRASP



Recruitment Pack November 2021

Dear Applicant

Thank you for expressing an interest in the post of Partnership Services Coordinator: BRASP. We are employing this post on behalf of the Bristol Refugee and Asylum Seeker Partnership (BRASP).

We think BRR is a great place to work and we are able to offer a number of benefits including: flexible working; workplace pension scheme and access to a bike scheme.

Bristol Refugee Rights is a charity that has been running since 2006. Our vision is: *A society where refugees, asylum seekers and migrants are welcomed, feel safe, live free of poverty and are able to positively build their lives. A society where everyone's rights and entitlements are respected.*

We work to fulfil this vision through the delivery of unique, direct services to asylum seekers, refugees and some other migrants. We provide a place for asylum seekers and new refugees to meet, obtain advice, receive practical and emotional support and find ways to meet and engage with the wider community. Asylum seekers and refugees commonly experience isolation, deprivation, poverty and social exclusion combined with the implications of negative stereotyping. BRR aims to counter such difficulties through the provision of direct services, a warm welcome, a sense of belonging and the building of trust. One of our members said:

"They have been so helpful to me and the staff here are so welcoming and friendly. Great place to be."

BRR is currently offering a range of services including; Advice, English Classes, Family activities. All of our services are delivered by a strong diverse volunteer team (both member and non-member volunteers) and an able staff team. We are committed to ensuring our members guide, shape and drive BRR's work and priorities, wherever possible, which we believe gives our organization a unique atmosphere. What makes BRR unique is the range of complementary services which BRR offers. Staff, volunteers, members and Trustees work together to achieve this. One of our partner organisations said:

'There is no other group doing what BRR do in the South West. They plug the lacuna. Their services are absolutely vital and specialist.'

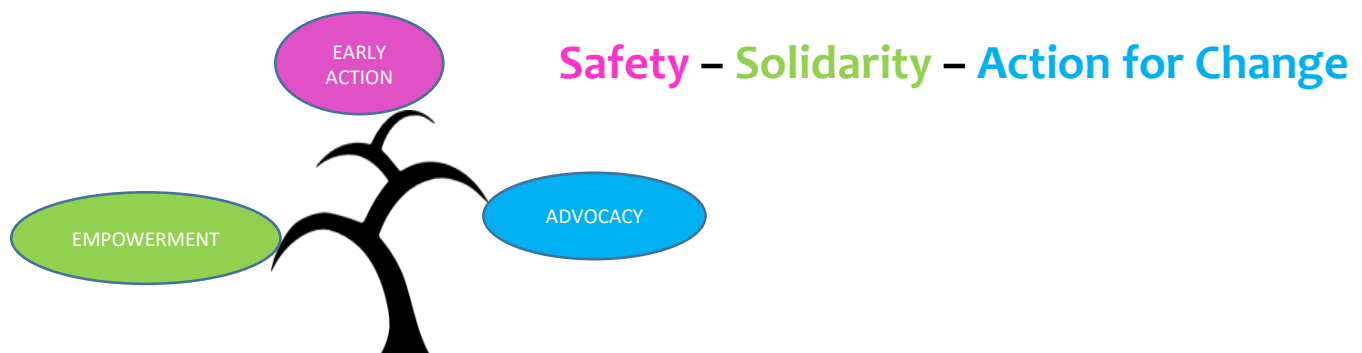
You can find out more about the work of BRR from our website and from our most recent Impact Report or feel free to contact me if you want to find out more.

If you feel that you could positively contribute to our work we would very much like to receive an application from you.

In line with our recruitment procedures all disabled applicants and applicants from a refugee or asylum seeking background will be offered an interview if they fully meet the person specification of this post. We think our organisation will be stronger with greater diversity and welcome applications people of all backgrounds as we believe that each person brings their own valuable experiences to what we do. If you would like to discuss how your particular experience or skills might translate into the criteria set out for this job please don't hesitate to contact us.

Yours faithfully
Beth Wilson, Director

Bristol Refugee Rights' Aims and Ways of Working



We work in partnership with others to combat poverty and destitution and to promote social and legal justice:

We will use an **EARLY ACTION** approach to working with asylum seekers, refugees and migrants; we will focus on preventing and de-escalating crises through the provision of good quality, early advice, support and information using methods which build resilience, support networks and well-being; as an organisation we will provide stability and strive for sustainability.

We empower people; promote inclusion and equality of opportunity through the breaking down of societal barriers:

We will **EMPOWER** asylum seekers, refugees and migrants by giving them information and confidence to access their rights and entitlements and to build their lives; asylum seekers, refugees and migrants will have opportunities to develop and share their talents; we will provide support for them to learn and develop personal and professional transferable skills through a range of opportunities both within and outside of the organisation.

We ensure the rights and entitlements of asylum seekers, refugees and migrants are respected:

We use **ADVOCACY** to challenge injustice for individuals, and for all asylum seekers, refugees and migrants; members will receive high quality and timely advice aimed at achieving their rights and entitlements and a fair outcome; we will lead and support campaigns for better treatment and for a fairer society; we will never accept the status quo.

Bristol Refugee Rights Values

- **Respect:** We are committed to equality and treating everyone fairly.
- **Shared humanity:** We are all human beings; we are all global citizens.
- **Integrity:** We have strong moral principles and act in the interests of people we work with.
- **Collaboration:** We build, support and encourage partnerships between individuals, teams and organisations.
- **Empowerment:** We encourage people to be stronger, more confident and to claim their rights.
- **Innovation:** We are adaptable, respond to the changing world around us and strive to be the best we can.

This post will be employed by Bristol Refugee Rights on behalf of the Bristol Refugee & Asylum Seeker Partnership (BRASP).

BRISTOL REFUGEE RIGHTS

JOB DESCRIPTION

Partnership Services Coordinator: BRASP

Hours of Work:	37 hours per week
Salary scale:	£30,451 per annum (NJC point 26 - FTE - £30,451)
Place of Work:	Work to be delivered throughout Bristol. Wellspring Settlement, Bristol and/or homeworking
Responsible to:	BRR Director
Contract:	Fixed Term for one year (with potential for extension, subject to funding)

Purpose of job:

To coordinate and develop Bristol Refugee and Asylum Seeker Partnership's (BRASP) services.

Specific Duties and Responsibilities

1. Work with the Partnership Development Officer, Refugee Participation Officer and BRASP Partnership Steering Group to develop and implement the BRASP Action Plan.
2. Build and maintain relationships with and between all BRASP organisations
3. Coordinate the way the BRASP organisations to work together and support and guide BRASP organisations to:
 - Work together to ensure BRASP services are accessible, inclusive and collectively meet the needs of service users
 - Encourage and enable joint working by and between services
 - Address barriers to inclusion
 - Coordinate activities which address specific issues/needs as identified by



the BRASP action plan/Partnership Steering group

- Ensure accessible information and promotion of BRASP services
 - Develop and test a single point of entry
 - Share knowledge, learning and experience
 - Develop joint initiatives as directed by the Partnership Steering Group and wider BRASP membership.
4. Coordinate forums which enable collaborative working.
 5. Work with the Refugee Participation to ensure the voices of service users and those who are experts by experience are considered and acted upon in all service planning, development and design.
 6. Meet funder milestones, requirements and outcomes including contributing to evaluation and activities to share knowledge and impact.
 7. Support the building of relationships between BRASP and organisations outside of BRASP.
 8. Support the development of funding bids by and for BRASP.

BRR General Duties

- Keep informed of relevant legislation, policy and good practice developments.
- Contribute to other BRR projects from time to time.
- Encourage the involvement of members and volunteers in all relevant aspects of planning and running Bristol Refugee Rights.
- Provide support where appropriate to BRR campaigns
- Work within the wider staff team of BRR, attend appropriate meetings, contribute to good communications between staff, volunteers and members and participate in training opportunities appropriate to the post
- Work within BRR's aims, objectives and policies. Promote equality and rights for asylum seekers, model positive behaviour and champion BRR's equal opportunities policy
- Take appropriate responsibility for safeguarding and health & safety within the relevant legislative and BRR policy frameworks.
- Carry out additional duties in consultation with the line manager as are consistent with the responsibilities of the post. Occasional evening and weekend working may be required by prior arrangement.



BRISTOL REFUGEE RIGHTS PERSON SPECIFICATION

Partnership Services Coordinator: BRASP

Essential Criteria

Experience
<ul style="list-style-type: none">• Significant experience of developing partnerships/collaborations with diverse people and organisations• At least one year experience of working with asylum seekers and refugees• Experience of leadership, planning, implementing and managing change• Experience of design and delivery of services through partnership/collaboration
Knowledge and Approach
<ul style="list-style-type: none">• Knowledge and awareness of the social, political and economic context in which the local VCSE sector operates and the key challenges and opportunities for organisations.• Demonstrable understanding of the social and political context in which the local asylum seeker/refugee sector• Knowledge and awareness of the experience of asylum seekers and new refugees in the UK• A demonstrable commitment to and understanding of equalities, diversity and inclusion and a commitment to anti-racism• An understanding of health and safety and safeguarding
Skills
<ul style="list-style-type: none">• Strong communication skills: written and verbal in English• Excellent interpersonal skills including the ability to effectively communicate, network and negotiate with people from a wide range of backgrounds• Organisational and time management skills, with the ability to prioritise tasks and deliver/produce work under pressure and to deadlines• Excellent facilitation skills to enable effective discussions.• Administrative competency and ICT literacy

Desirable Criteria

<ul style="list-style-type: none">• Lived experience of being an asylum seeker or refugee• Experience of fundraising and income generation• Experience of using processes to monitor and evaluate impact, and continuously improve own and project performance• Proficiency in a relevant language spoken by the refugee or immigrant communities in Bristol

