



## **CANDIDATE PACK**

### **Coordinator of the arrival packs and sleep packs project**

Thank you for your interest in working for The Separated Child Foundation. The coordinator of the arrival packs and sleep packs project is a key role within the organisation ensuring that separated children receive the physical comfort and welcome they need when they first arrive in the UK.

#### **About us**

Established in 2007, the Separated Child Foundation offers emotional, social, financial and physical support to separated children and young people in Britain who are asylum seekers or refugees. The children we support arrive with nothing, having fled their homeland because of war, terror or persecution. We currently have one part-time staff member: our Chief Executive Officer, supported by six Trustees, 50 volunteers, and a freelance youth worker to deliver our work.

#### **Why they need our help**

In 2018, over 2,800 children applied for asylum in the UK having arrived here alone, because their parents have been killed, imprisoned or otherwise are unable to leave. Separated children share with other refugees a well-founded fear of persecution. They experience the double trauma of separation not only from their homeland, culture and natural environment but also from the adults in their family who gave them care.

#### **Providing Arrival and Sleep Packs**

To date, we have provided more than 11,000 separated children with arrival packs. This is a duffel bag crammed full of toiletries, a towel, socks and underwear (three pairs of each), warm clothing, a waterproof jacket, gloves, a hat and a scarf. Separated children arrive with 'with nothing', dishevelled and dirty, at the end of a difficult, demanding, and often dangerous journey. The refugee and asylum support sector is well established, but there are currently no other charities providing these bare essentials for the first few days of their experience in the UK

We provide sleep packs to children affected by severely disturbed sleep and irregular 'body clocks'. For safety, on their journey to the UK, separated children travel in groups at night and sleep during the day, taking turns to guard. Many become entirely nocturnal, often suffering terrible nightmares leaving them terrified on waking. Sleep packs are pouches with: a night shirt, a plug-in night light, a lavender bag, a specially created 'Sweet Dreams' card, eye mask, ear plugs, tissues and a stress ball to help restore restful and refreshing sleep, with a regular sleep-wake rhythm. To date we have distributed over 4,300 packs.

### **About this role**

This is a new role, taking over many of the coordination tasks which have been undertaken by a trustee to date. That trustee will be the link trustee for the role and will offer support and guidance. The role will co-ordinate the procurement, packing and distribution of arrival and sleep packs for separated children.

### **How to apply for the role**

The job description and person specification are on the following pages. To apply for the role, please email your CV, a supporting statement addressing the personal specification and two referees to:

[richard.hammond@separatedchild.org](mailto:richard.hammond@separatedchild.org)

The deadline for applications is 9.00am Monday 6<sup>th</sup> April

Interviews will take place on Thursday 23<sup>rd</sup> April in London

To arrange an informal discussion about the role, please contact:

[angela.gluck@separatedchild.org](mailto:angela.gluck@separatedchild.org)





## **JOB DESCRIPTION**

**Job Title:** Coordinator of the arrival packs and sleep packs project

**Salary:** £20,000 pro-rata

**Hours:** 14 hours a week (working pattern to be negotiated but alternate Sundays for 5 hours will be required)

**Contract:** One-year initial contract (supported by The National Lottery Community Fund). Extension dependent on securing further funding.

**Location:** A combination of home working and on site at The Big Yellow Storage, Staples Corner, London, NW2 7JP

**Reports to:** Chief Executive Officer. Day to day support from a link trustee.

### **Main purpose of the role**

To co-ordinate the procurement, packing and distribution of arrival and sleep packs for separated children.

### **Role Description**

#### **Main duties:**

- Liaise with the agencies who require the packs for separated children and arrange the collection and distribution of packs to partner agencies including co-ordinating logistics and arranging transport
- Source new partners supporting separated children in areas of the UK not currently covered with the support of the Chief Executive Officer.
- Source, order and coordinate the procurement of goods for the packs in conjunction with the link trustee

- Physically process and move the goods when they arrive (using trollies) and attend to the associated paperwork
- Be responsible for effective volunteer recruitment, supervision, training and health and safety with the support of the voluntary 'Volunteer Coordinator'.
- Ensure that volunteers are effectively recorded and co-ordinated.
- Create and recruit to volunteer roles for packing volunteers and co-ordinating key aspects of the process and manage effectively in conjunction with the voluntary 'Volunteer Co-ordinator' and cover as appropriate
- Ensure that the packing sessions are well coordinated, safe and run smoothly in conjunction with the voluntary 'Volunteer Co-ordinator'
- Be responsible for all aspects of health and safety and safeguarding in the packing process area and implement the health and safety and safeguarding policies whilst keeping appropriate records
- Implement the packs evaluation system. Distribute the evaluation forms to partners and ensure they are returned. Pull the data together into a quarterly report and record feedback
- Maintain inventories of arrival and sleep packs and the goods used for them.
- Be the main contact for the packing area provider (Big Yellow Storage)
- Undertake any other duties that are required commensurate with the role.

## **Person Specification**

### **Essential**

- A commitment to, and understanding of, the plight of separated child refugees and the aims of The Separated Child Foundation
- Able to keep calm and work accurately under pressure
- Positive, self-motivated and committed to achieving results with a professional approach to work
- Well organised, efficient and able to work independently
- A collaborative approach and a team player
- A flexible approach to hours of work
- Experience of working with volunteers
- Ability to move and handle stock
- Good IT and administration skills including experience of creating and maintaining spreadsheets, developing simple systems and keeping records
- Good telephone manner and ability to respond to email enquiries efficiently

### **Desirable**

- Supervisory or management experience
- Experience of basic logistics
- Experience of a stockroom, warehouse and/or distribution environment