



## **CANDIDATE PACK**

### **Programme Manager**

Thank you for your interest in working for The Separated Child Foundation. The charity is in a period of growth and it is an exciting time to be joining us. The new post of Programme Manager will focus on the development of new projects to support lone refugee youth - sometimes referred to as 'unaccompanied asylum-seeking children (UASCs)'. There will also be the opportunity to influence our current programme work.

#### **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 three part-time staff members: our Chief Executive Officer, an Executive Assistant and a Packing Coordinator, supported by six Trustees, 50 volunteers, and a freelance youth worker to deliver our work. We work in partnership with over 90 agencies in 100+ locations across the UK to offer a range of support to separated children:

**Arrival Packs:** Refugee children arrive in the UK confused, lonely and at their most vulnerable. There are currently no other charities or agencies that provide the essentials for the first few days of their experience in the UK. The Separated Child Foundation provides an Arrival Pack which is a duffle bag crammed full of toiletries and a towel, socks and underwear, warm clothing, a waterproof jacket, gloves, a hat and a scarf, and other essentials. We have distributed around 1,600 over the past year

**Sleep Packs:** Separated children have difficulties in falling and staying asleep at night, in waking in the morning and staying awake during the day. These struggles contribute to poor concentration and a lack of emotional stability. A Sleep Pack contains: a night shirt, a plug-in night light, a lavender bag, an eye mask, ear plugs, tissues and a stress ball to help restore restful and refreshing sleep. We have provided around 1,500 sleep packs over the last year.

**Club Class:** This is a weekly educational, social and cultural programme for separated children aged 14-18 run in partnership with The Refugee Council. It is normally held at The Refugee Council in Croydon but has been run on Zoom since April last year.

**Giving children a voice:** we use social media to empower children to tell their stories to raise awareness of their needs, and the plight of separated children.

## **Why they need our help**

In 2020, almost 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.

## **About this role**

In late 2020 to spring 2021 we carried out some research within the sector to identify unmet needs for separated children. A clear direction of travel for our programme work emerged from this research together with a number of potential partners with whom we could pilot new work. We have identified the following objectives which will be the key objectives for the Programme Manager:

- Explore the key potential partner relationships identified through the research work
- Establish a second Club Class with a new local grass-roots partner (Funding already secured)
- Develop a pilot proposal in conjunction with a new partner which will support children directly (see Appendix). Develop and deliver the pilot subject to funding and capacity. (securing the funds will not be the responsibility of the Programme Manager)
- Develop further support materials for our sleep packs
- Develop an evaluation framework for all our programme work and evaluate our established Club Class with beneficiaries

## **Who we are looking for**

The successful candidate will be an experienced project/programme manager and an excellent communicator, able to gain the trust of partners and prospective partners. They will relish taking part in this exciting phase of growth for the organisation and feeling part of a highly committed and knowledgeable team of staff, trustees and volunteers. They will equally enjoy working independently and working closely with colleagues, and particularly with the Chief Executive.

Deeply committed to improving the welfare of, and the opportunities offered to, separated child refugees, as well as to equality and diversity, they will apply this commitment and their skills and experience to making a tangible difference to the lives of separated refugee children and young people.

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

The job description and person specification are on the following pages. To apply for the role, please download and complete the application form from our website and send it to:

[hannah.williams@separatedchild.org](mailto:hannah.williams@separatedchild.org)

The deadline for applications is 9.00am Monday 17<sup>th</sup> May

Interviews will take place remotely on Wednesday 26<sup>th</sup> May

To arrange an informal discussion about the role with Richard Hammond, CEO, please contact:

[hannah.williams@separatedchild.org](mailto:hannah.williams@separatedchild.org)

Please note that as a small charity we do not have the resources to contact unsuccessful applicants but thank you for your interest.



## **JOB DESCRIPTION**

**Job Title:** Programme Manager

**Salary:** £28,000 to £32,000 pro-rata commensurate with experience and depending on geographical location.

**Hours:** 14 hours a week

**Contract:** One-year initial contract. Additional hours and extension of the contract will be dependent on the CEO securing further funding.

**Location:** Home-working with UK travel as required

**Reports to:** Chief Executive Officer.

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

The Programme Manager will develop new projects to support separated lone refugee youth in conjunction with new partners and beneficiaries and introduce an evaluation framework and improvements to current and new projects.

### **Role Description**

#### **Main duties:**

- Contact key potential partners identified through the previous research work to explore, identify and establish the partners with whom we could work to establish new programme work
- Establish a second Club Class with a new local grass-roots partner based on the above objective (funding already secured)
- Set up a 'focus group/users forum' with separated children in conjunction with a partner to inform a new pilot proposal

- Develop the pilot proposal in conjunction with a partner which will support children directly (see Appendix which outlines a potential pilot)
- Develop and deliver the pilot subject to funding and capacity (securing the funds will not be the responsibility of the Programme Manager)
- Empower lone refugee youth and give them a voice by sourcing children's stories through our new programme work and/or the users forum
- Develop an evaluation framework for all our programme work and evaluate our established Club Class with beneficiaries
- Develop further support materials for the sleep packs
- Support the organisation by being the internal authority on separated children (UASC) and supporting the CEO, for example, with the media and with funding pitches

## **Person Specification**

### **Essential**

- In-depth working knowledge of issues affecting lone refugee youth and a sensitivity to their experiences
- Working knowledge of project/programme management, including planning, implementation, and evaluation, ideally in the refugee sector. Commitment to the aims of The Separated Child Foundation
- Strong commitment to equality and diversity and its application in professional practice
- Significant experience of working directly with separated child refugees and facilitating projects to support them
- The ability to establish professional relationships quickly and be able to assess potential opportunities
- Excellent writing skills including the ability to write robust project proposals including costings
- A completer-finisher who is positive, self-motivated and committed to achieving results with a professional approach to work
- Well organised, quick, efficient and able to work independently
- Good IT skills with a working knowledge of Microsoft office suite
- Recent DBS check (within the last three years) or willingness to undergo a DBS check

### **Desirable**

- Understanding of the immigration and policy context impacting separated child refugees

## APPENDIX - Excerpt from the research report

### Example of a Possible Foundation pilot project 'offer'

- For the Foundation to link up and work in partnership with small local/regional projects or organisations already working with separated children to co-design and co-deliver tailored activities with young people on a one off or bi-annual basis.
- Key to the offer would be the Foundation being able to lead or support the local project in planning, identifying and paying for venue hire, expert input (e.g., leadership coaches, arts/creative expression facilitators, specialist activity leaders etc.)
- Activities would be shaped by what the local organisation and separated children wanted but could include workshops, trips or activity days/ weekends). These might be based on themes of:
  - sleep and wellbeing (building on the sleep pack role)
  - performance/creative expression (giving voice/communication)
  - sport/activities (skill development/confidence building)
  - leadership
  - visits to diverse/cultural sites etc.

### Possible benefits and outcomes

#### For separated children:

- a rare chance to engage in activities that most will not have been able to previously access due to war, flight, isolation, poverty etc
- having fun and building friendships/support networks
- spending time with other separated children who sadly share history and personal experiences that few others in their usual environment will have done
- development of language, confidence, skills
- positive impact on mental health and wellbeing
- opportunities to share, express and give voice to experiences and views through art and performance

#### For local projects and support organisations:

- an opportunity for targeted organisations to co-design and deliver purposeful/fun activities with their separated children once or twice a year (or more frequently depending on the Foundation vision and budgets)
- a chance to supplement existing activities, providing something special/out of the ordinary that they wouldn't otherwise have the time or money to plan and deliver
- the possibility that the Foundation will subsidise or cover most of the costs through the project budget

- the opportunity to benefit from the contacts and relationships that the Foundation would progressively develop with a range of specialist activity leaders, facilitators and trip destinations

#### **For the Foundation:**

- a starting point for direct work with young people in partnership with local grass roots projects
- development of relationships, profile & offer, reputation in the regional refugee/voluntary sector
- development of experience and insight on separated children issues based on close engagement with separated children and their support organisations
- ability to comment on policy impact and development based on this engagement
- an opportunity to pilot a project model that could be targeted, subsequently scaled up and developed (or not)
- a non-casework/specialist advice role (therefore lower technical risk)
- potentially a role and range of activities that support and enable several of the development options/ideas - e.g., giving voice to separated children and issues
- a chance to work across a wider area and with more support partners than a local, one partner project delivery (e.g., a mentoring project) would offer

#### **Project worker roles:**

- project set up & introduction (with support);
- identifying, visiting and building relationships with a few interested separated children support projects and organisations;
- consultation with separated children and support organisations, co-planning, costing of agreed activities (workshops, trips, activities, residential if and when decided);
- identification and booking of specialist activity and workshop leaders as needed (budget management);
- co-facilitation and delivery of activities and work with young people.