



CANDIDATE PACK – PROGRAMME MANAGER

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 - sometimes referred to as 'unaccompanied asylum-seeking children (UASCs)'. The children we support arrive with nothing, having fled their homeland because of war, terror or persecution.

We are a small but growing charity and currently have three part-time staff members: our Chief Executive Officer, an Executive Assistant and a Project Manager for our Arrival Packs and Sleep Packs project, supported by eight 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. Please note that the arrival, sleep and essentials packs projects listed below are not under the remit of the Programme Manager other than potentially contributing to their improvement.

Our main activities include:-

Arrival packs: Separated children arrive in the UK confused, lonely and at their most vulnerable. We provide an arrival pack for the first few weeks of their experience in the UK. 2,500 arrival packs were handed out last year

Sleep packs: We provide sleep packs to separated children to help restore good sleep hygiene and prompt restful and refreshing sleep after their ordeals. 2,450 packs were distributed last year

Essentials packs: In December 2021 we began producing essentials packs for separated children and young people arriving into Dover to get children through their first few days in the UK.

Club Class: We run a weekly educational, social and cultural programme for separated children aged 14-18 in partnership with Refugee Council. Club Class provides separated children with a safe space to meet with peers and learn about UK culture, social norms, life skills and develop their self-confidence and conversation skills to allow them to settle into life in the UK. It is normally held at Refugee Council office in Croydon but has been run on Zoom since April 2020.

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

Why separated children 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 - 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 post of Programme Manager will focus on the management and expansion of our Club Class programme work and the identification and development of new projects and partnerships to support separated children and young people, providing opportunities that most will not have been able to previously access due to war, flight, isolation, poverty etc.

In late 2020 to spring 2021 we carried out some research within the sector to identify unmet needs of separated children and establish a clear direction of travel for our programme work. Whilst separated children have always been at the centre of our work, Separated Child is seeking to move towards a more user-led programme model, increasing our direct engagement with separated children through existing and new programmes and working with them to better plan, deliver and develop tailored activities that support their needs.

Activities for the direct activities pilot would be shaped by what the local organisation and separated children wanted but could include themed workshops/residentials, cultural trips or countryside visits and activity days/weekends.

Ultimately, we aim to establish a 'Children's Council' made up of separated children to help bring separated children's voices to the fore and ensure their valuable knowledge and expertise drives the direction of Separated Child's work in partnership with other organisations.

Who we are looking for

The successful candidate will be an experienced project/programme manager within the refugee sector 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

The deadline for applications is 9.00am on Monday 25th April 2022

Interviews will take place remotely on Wednesday 11th May 2022

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

THE JOB DESCRIPTION AND PERSON SPECIFICATION ARE ON THE FOLLOWING PAGES:



JOB DESCRIPTION

Job title: Programme Manager

Salary: £30,451 FTE

Hours: 21 hours a week (working pattern to be agreed but occasional evening and weekend work will be required)

Contract: Permanent

Location: Home-working with UK travel as required

Reports to: Chief Executive Officer.

Line manages: Club Class Youth Worker; project-based volunteers; and new staff as programme work develops

Main purpose of the role

The Programme Manager will manage current projects and be responsible for the development of new projects in conjunction with new and existing partners to support separated lone refugee youth. The postholder will undertake monitoring and evaluation of current and new projects to drive continuous improvement and progress Separated Child's aim to develop a more participatory and user-led programme development model.

Role description

Main duties:

- Create a programme development plan
- Maintain our relationship with existing partners and identify and establish new partnerships with whom Separated Child could develop new programme work
- Line manager our current youth worker who runs our Club Class sessions, and support the development of Club Class
- Recruit and line-manage other programme staff as the programme work develops
- Establish further Club Class(es) with new local grass-roots partners (funding already secured for one new Club Class), including recruiting new youth worker(s) to deliver additional Club Class session(s)
- In consultation with separated children and partners, develop pilot projects which will support children directly

- Write robust written pilot project proposals and accompanying documentation, including full costings and provide support to our trust fundraiser regarding the bid(s) (securing the funds will not be the responsibility of the Programme Manager)
- Deliver and evaluate the pilot(s) in conjunction with a partner(s)
- Increase Separated Child's capacity to engage with and empower separated children and give them a voice through our programme work, progressing towards a user-led programme model (Children's Council)
- Create, implement and manage Separated Child's monitoring and evaluation framework for all programme work to promote organisational learning and provide evidencing for donors
- Develop and manage new projects which support separated children indirectly such as support for foster-carers
- Conduct and supervise research projects undertaken by volunteers/consultants, on a range of topics to help inform Separated Child's programme work
- Support the organisation by being the internal authority on separated children (UASC) and issues affecting them in the UK and supporting the CEO, for example, with the media and with funding pitches
- Support fundraising and communication activities, for example by gathering children's stories to give children a voice through the above activities
- Keep trustees up to date with the development of programme work through attendance at Board meetings and the Development Committee.
- Undertake any other duties that are required commensurate with the role

Person specification

Essential

- Commitment to the aims, vision, and values of The Separated Child Foundation
- In-depth working knowledge of issues affecting separated children and a sensitivity to their experiences
- Strong experience of the refugee sector with a good network within the sector
- Working knowledge of project/programme management, including planning, implementation, and evaluation in the refugee sector
- Significant experience of working directly with separated child refugees and facilitating youth engagement and participation in the development of projects to support them
- The ability to establish professional relationships quickly and be able to assess potential partnership opportunities
- Excellent communication 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 (in a home-based environment)
- Good IT skills with a working knowledge of Microsoft Office suite
- Strong commitment to equality and diversity and its application in professional practice

- Recent DBS check (within the last three years) or willingness to undergo an enhanced DBS check

Desirable

- Understanding of the immigration and policy context impacting separated children in the UK