



## **SENIOR VOLUNTEER OPPORTUNITY: PACK LEADER**

### **Volunteering with us**

This is a wonderful opportunity to make a significant difference to the lives of separated children!

As a Pack Leader you'll lead sessions on behalf of our Project Manager, managing a lively and committed team of volunteers in creating packs that are given to lone refugee youth when they first arrive in the UK.

Volunteering with us will give you a great sense of achievement and will offer you the chance to use and develop your skills in a friendly environment.



*The charity's logo incorporates a purple ribbon; volunteer shifts are often therefore referred to as Purple Packing, and the volunteers themselves as Purple Packers!*

The Separated Child Foundation is at an exciting stage of its development and we're keen to recruit more Pack Leaders to help us expand our packing project and benefit even more vulnerable young people.

## **ABOUT US**

Established in 2007, The Separated Child Foundation offers practical, emotional and social 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 Packs Project, supported by nine Trustees, 50 volunteers, and a freelance youth worker.

We work in partnership with over 90 agencies in 100+ locations across the UK to offer a range of support to separated children. The packing project is an integral part of what we do, ensuring that separated children are offered dignity and comfort after their traumatic experiences. Our three pack types are:-

**Arrival Packs:** Separated children arrive in the UK confused, lonely and at their most vulnerable. We provide an Arrival Pack containing clothing, toiletries and other essentials for the first few weeks of their experience in the UK (2,631 Arrival Packs were distributed in 2021).

**Sleep Packs:** We provide Sleep Packs containing eight sleep aids to separated children. The Packs help restore good sleep hygiene and prompt restful and refreshing sleep after the children's ordeals (2,449 Sleep Packs were distributed in 2021).

**Essentials Packs:** In November 2021 we began producing essentials packs for separated children and young people arriving into Dover. The packs contain enough clean underwear, clothing and toiletries to get children through their first few days here (787 Essentials Packs were created in the first six months).

Our other projects include:-

**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 held at Refugee Council office in Croydon with a Zoom option for those living in other parts of the UK.

**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 2021, 3,762 children applied for asylum in the UK having arrived here alone, because their parents have been killed, imprisoned or are otherwise 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 homelands, culture and natural environment but also from the adults who gave them love and care.

## **ROLE DESCRIPTION**

Our Pack Leaders play a key role in the success of our packing project, ensuring the safe and efficient functioning of sessions when the Project Manager (who oversees Purple Packing) is absent. Volunteers come together 2-4 times a month at our base in North London to create the packs, which are then collected by or delivered to local authorities in response to need. When leading a session, the Pack Leader is responsible for logistics, quality control and for supporting the volunteers in the room.

Please note that we ask Pack Leaders to lead no more than one session each per month.

## **Induction and training:-**

Before taking responsibility for a session as a Pack Leader you would be invited to observe and then take part in several packing sessions alongside the Project Manager or an existing Pack Leader.

Once you and the Project Manager feel that you're ready to lead a session you would be asked to undertake the following training at The Separated Child Foundation's expense:-

- 1 day 'Emergency First Aid at Work' course (several locations to choose from)
- NSPCC 'Introduction to child protection' online course (takes around three hours to complete)

We also ask Pack Leaders to undertake a DBS check every three years, in line with our 'Safeguarding and Child Protection' policy.

Pack Leaders work closely with the Project Manager and are offered regular opportunities to give feedback or ask for advice, both remotely and in person.

## **Main duties (all of this will be covered and / or demonstrated several times during the induction period):-**

- Opening up the main entrance and rooms used by The Separated Child Foundation before volunteers arrive for the packing session
- Training, supporting and supervising both new and more experienced volunteers
- Delegating tasks and replenishing stocks in the main packing areas as required
- Overseeing logistics such as providing refreshments for a refreshment break
- Ensuring that the correct number and type of packs is produced

- Taking ultimate responsibility for quality control
- Locking and securing the rooms used by The Separated Child Foundation at the end of the shift
- Providing feedback to the Project Manager after the session (by email or telephone call)

### **Person specification**

We're committed to having a team of volunteers that truly reflects the multi-ethnic nature of our society, including the children and young people that we support. We particularly welcome applications from people who have the lived experience of a separated child or a refugee in another situation, or else have been working for organisations that support refugees, and from people in under-represented communities.

### **Essential**

- Commitment to the aims, vision, and values of The Separated Child Foundation
- The ability to establish relationships quickly and to work with a range of different personalities
- Excellent communication skills including the ability to give feedback after sessions
- A completer-finisher who is positive, self-motivated and committed to achieving results with a professional approach to work
- Well organised, quick, efficient and the confidence to delegate tasks
- Strong commitment to equality and diversity
- Recent DBS check (within the last three years) or willingness to undergo an enhanced DBS check
- Willingness to undertake 'Emergency First Aid at Work' and 'Child Protection' training

### **Desirable**

- Some experience of logistics management

### **Expenses**

Volunteers play a vital role in the delivery of our services. It is important to us that volunteering with us is accessible to all, and that volunteers are not out-of-pocket as a result of expenses they incur when giving their time. We will therefore reimburse reasonable out-of-pocket expenses such as travel, if requested.

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

To apply for the role of volunteer Pack Leader, please write to [hannah.williams@separatedchild.org](mailto:hannah.williams@separatedchild.org) to tell us why this role appeals to you, together with a copy of your CV and the details of two people we may contact as referees.