



## **SENIOR VOLUNTEER OPPORTUNITY: VOLUNTEER COORDINATOR**

### **Volunteering with us**

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

As the Volunteer Coordinator for our Packing Project you'll play a key role in volunteer recruitment and engagement, ensuring that we are able to continue creating packs of essential items to help 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; our packing project is 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; our volunteers are a key part of our success and growth. The Volunteer Coordinator will help us to expand our packing project by recruiting and engaging volunteers, enabling us to 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 four part-time staff members: our Chief Executive Officer, an Executive Assistant, a Programme Manager and a Project Manager for our Packs Project, supported by eight 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 and we will be soon be opening a second Club Class in partnership with the ICN, in Bournemouth.

**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 Volunteer Coordinator will play a key role in the success of our packing project, leading on volunteer recruitment and engagement.

Volunteers come together 2-4 times a month at our base in North London to create packs, which are then collected by or delivered to local authorities in response to need. The Volunteer Coordinator will ensure that there are enough volunteers to make each session a success by recruiting new volunteers through a variety of platforms, helping with induction (including organising appropriate training), managing the volunteer rota and engaging volunteers via social media and by organising in-person socials.

Please note that this role is remote but we would expect the Volunteer Coordinator to visit or take part in a session and / or attend a volunteer social at least twice a year.

### **Induction and training:-**

Before commencing this role you would receive all necessary training from the Project Manager and other relevant senior volunteers. You would also be invited to observe and take part in a packing session alongside the Project Manager or a Pack Leader, to give you an understanding of the work undertaken by Purple Packers.

As one of our senior volunteers you would be asked to undertake the following training at The Separated Child Foundation's expense:-

- NSPCC 'Introduction to child protection' online course (takes around three hours to complete)

We would also expect you to undertake a DBS check every three years, in line with our 'Safeguarding and Child Protection' policy.

The Volunteer Coordinator will work closely with the Project Manager and will be offered regular opportunities to give feedback or ask for advice, both remotely and in person.

### **Main duties (all of this will be covered during the induction period):-**

- Facilitating the recruitment of new volunteers by maintaining and updating listings and looking for new opportunities to advertise volunteer roles
- Responding to enquiries from prospective volunteers, offering and undertaking short telephone calls to discuss the opportunities
- Ensuring that prospective volunteers complete the volunteer registration form and acknowledge adherence to relevant policies before attending their first sessions
- Managing SignUp (the volunteer rota system) and answering any queries about sessions
- Facilitating volunteer comms e.g. WhatsApp
- Managing the Volunteer Hub on SharePoint, ensuring that the latest versions of any documents are included
- Maintaining the volunteer spreadsheet (including the transfer of personal information)
- Organising social events for volunteers

- Working with the Executive Assistant to promote valued volunteer activity on social media and the website

### **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 engage volunteers in a short telephone conversation and the ability to respond to unsuitable applications
- 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 'Child Protection' training
- Willingness to sign a confidentiality agreement relating to volunteers' confidential information

### **Desirable**

- Some experience of volunteer management and / or engagement

### **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 Coordinator, 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.