



## **Candidate Pack:**

### **Project Manager (packs project)**

Thank you for your interest in working for The Separated Child Foundation. The Project Manager (packs project) is a key role within the organisation ensuring that separated children receive the physical comfort and welcome they need after they've arrived in the UK.

#### **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. The children we support arrive with nothing, having fled their homeland because of war, terror, or persecution. We currently have five part-time staff members: our Chief Executive Officer, our Operations Manager, our Programme Manager, our Administrator, and the existing Project Manager for the packs project (who you will replace). The team is supported by 12 Trustees, 30 volunteers, and three freelance youth workers.

We're committed to creating a team of staff, Trustees and volunteers that truly reflects the diverse nature of our society, including the children and young people that we support.

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

In the 12 months up to September 2022, 5,152 children applied for asylum in the UK having arrived here alone, because their parents had been killed, imprisoned or were 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 homeland, culture, and natural environment but also from the adults in their family who gave them care.

#### **Providing packs for lone refugee youth**

To date, we have provided **15,800** separated children with arrival packs. An arrival pack is a duffle 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 nothing, 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 week or so of a separated child's experience in the UK.

In December 2021 we began producing 'essentials' packs for separated children arriving into Dover. The packs contain enough toiletries, socks, and underwear to help exhausted and vulnerable children through their first 48 hours here, as well as a towel and clean t-shirts. In this last two years we have produced over **4,700** essentials packs to meet unprecedented demand.

We also 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 **9,700** sleep packs.

Most of our packs are assembled by groups of volunteers at our storage facility in North London, before being distributed to separated children throughout the UK via our partnerships with local organisations. Since October 2022 we have also been running a joint packing project with volunteers in Croydon in South London.

### **About this role**

The Project Manager for our packs project is a key role within the organisation.

This project is well established but there are opportunities for development. With the support of a project assistant who will report to you (to be recruited once the Project Manager is in place), you will be responsible for the delivery and expansion of the project, helping us achieve our aim of getting an arrival and sleep pack to every separated child arriving in the UK. The role will be full of variety involving logistics, planning, and volunteer management.

You will be managed by the Operations Manager, with support from a project assistant and several senior volunteers.

The project is based at the Big Yellow Self Storage near Staples Corner in North London. It is expected that your presence here initially will be required two or three times a week but once the project assistant has been recruited, and once you have established good rapport with the senior volunteers, most of your time is expected to be home-based with the regularity of site visits to the Big Yellow to be agreed with the Operations Manager.

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

The job description and person specification are below. To apply for the role, please email your CV, a supporting statement addressing the personal specification and two referees to the Administrator, [samantha.bowden@separatedchild.org](mailto:samantha.bowden@separatedchild.org)

The deadline for applications is 12pm on Thursday 8<sup>th</sup> February.

Interviews will take place on Monday 19<sup>th</sup> February, on Zoom.

To arrange an informal discussion about the role, please contact the Administrator, [samantha.bowden@separatedchild.org](mailto:samantha.bowden@separatedchild.org)

### **Job Description on the following page**

## Project Manager (packs project)

### Job description

**Job Title:** Project Manager (packs project)

**Starting Salary:** £32,909 per annum FTE (plus London Weighting allowance of £5,734.49 per annum FTE)

**Hours:** 21 hours a week (working pattern to be negotiated but some weekend working will be required)

**Contract:** Permanent

**Location:** A combination of home working and on site at The Big Yellow Storage, Staples Corner, London, NW2 7JP, with occasional sessions based in Croydon.

**Reports to:** Operations Manager, with support from a project assistant (to be recruited once this role is in place) and senior volunteers.

### Main purposes of the role:-

- To ensure the successful creation and distribution of arrival packs, essentials packs, and sleep packs for separated children, with the support of the project assistant (to be recruited) and senior volunteers
- To manage the procurement for arrival packs, essentials packs, and sleep packs
- To maintain relationships with existing partners, including managing orders
- To oversee the recruitment, management and retention of packing volunteers and senior volunteers
- To manage corporate / team volunteering opportunities within an agreed and mutually beneficial framework
- To work with the Operations Manager to develop the project as appropriate

### Role description

#### Main duties:-

- Initially, work with the Operations Manager and Administrator to recruit a part-time project assistant
- Facilitate the sourcing, ordering and coordination of the procurement of goods for the packs including the identifying of free and cheap sources of goods
- Manage the project assistant (once recruited) to ensure that:-
  - Goods are physically processed and moved into storage when they arrive and that the associated paperwork is attended to
  - Stock in the storage facility is logically ordered ready for the packing process
  - The storage facility is clean and tidy
  - Inventories of arrival, essential and sleep packs and the goods used for them are strictly maintained
- Be responsible for all aspects of health and safety and safeguarding in the packing process area and work with senior volunteers to implement the health and safety and safeguarding policies whilst keeping appropriate records

- Manage communications with the agencies who require the packs for separated children and work with senior volunteers to ensure that orders can be fulfilled at packing sessions
- Manage the project assistant to ensure successful collection / delivery of packs to partner agencies, including co-ordinating logistics and arranging transport
- Ensure an effective distribution system throughout the UK
- Continue to ensure that evaluation forms are distributed to partners, returned and satisfactorily completed (with the support of a senior volunteer), and record any feedback from partners / pack recipients
- Monitor the demand for the existing types of packs and make proposals for the development of new types of pack, as appropriate
- Ensure good, secure record-keeping, for example of pack distribution, volunteers and evaluation feedback
- Analyse and interpret data in order to produce a quarterly report / presentation
- Manage volunteers effectively in conjunction with senior volunteers to maximise their contribution, retention and cover
- Regularly review volunteer structure and role descriptions and work with the Volunteer Coordinator and Administrator to recruit new volunteers / create new volunteer roles as appropriate
- Be responsible for effective volunteer supervision, training, health and safety and safeguarding with the support of the senior volunteers
- Work with the Volunteer Coordinator to ensure that relevant policies are read by volunteers (and records kept) and that they are adhered to
- Ensure that volunteers are effectively recorded and co-ordinated and maintain a best-practice volunteer management approach
- Be responsible for the co-ordination and delivery of ad hoc corporate volunteering sessions, working within an agreed and mutually beneficial framework
- Identify opportunities to expand the packs project via new partners and into new geographies (UK only), working with the Programme Manager and Operations Manager as appropriate
- Undertake any other duties that are required commensurate with the role
- Undertake any other related task as required by the Operations Manager

## **Person specification**

### **Essential:-**

- Experience of basic logistics
- Experience of stock management and processes
- Commercial acumen
- Good project management experience
- Experience of volunteer management
- Good IT and administration skills including experience of creating and maintaining spreadsheets, developing simple systems and keeping records
- Good analytical skills
- Good telephone manner and ability to respond to email enquiries effectively
- Ability 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, flexible and able to work independently
- A collaborative approach and a team player
- A commitment to understanding the circumstances for separated child refugees in the UK
- A commitment to the aims and values of The Separated Child Foundation