

REFUGEE THERAPY CENTRE

Mentoring Project Coordinator

Job Description

Job Title:	Mentoring Project Coordinator
Accountable to:	Clinical Director
Working Hours:	part time (2 half days per week – 2.30-7.00pm)
Salary scale:	£12,000 to £16,000 p.a. pro-rata (based on experience)
Closing date:	26 th October, 2018

Introducing the Work of the Refugee Therapy Centre

The Refugee Therapy Centre is a small and friendly charity providing psychotherapy and counselling to refugees and asylum seekers in their own languages. Our focus is on helping individuals and families who have suffered to come to terms and move on from their experiences and to enable them to regain control and enjoyment of their lives. Working in 18 languages, we aim to respond sensitively and respectfully to the cultural and linguistic needs of refugees and asylum seekers.

Role of the Mentoring Project Coordinator

The aim of the position is to coordinate, develop and maintain the Mentoring Project established, in order to enable refugees and asylum seekers who may be experiencing psychological difficulties to rediscover their abilities and rebuild their confidence to be active members of the community. The Mentoring Project Coordinator will recruit, induct and coordinate the Centre's mentoring project and volunteer mentors.

Mentoring Project - Duties and Responsibilities

1. Recruiting, inducting and co-ordinating volunteers for the Centre's Mentoring Project.
2. Liaising with UCL Voluntary Services Unit and related Departments for the purpose of recruiting medical students for mentoring.
3. Ensuring Centre volunteers come from as broad a range of user refugee communities as possible.
4. Familiarising volunteer mentors with the office system and computer set-up. Providing day-to-day management, co-ordination and support of volunteers with liaison and the supervision of the Clinical Coordinator.
5. Assessing the training needs of volunteers on a regular basis. Providing internal office skills training and external where appropriate.
6. Arrange clients' initial session with a mentor.
7. Maintaining appropriate databases for both mentors and clients.

8. Arranging fortnightly supervision for mentors with the Clinical Coordinator to ensure all mentors receive supervision on a regular basis; liaising with the Clinical Director to arrange additional support for mentors where needed

General

1. Maintaining/overseeing the office diary in relation to mentoring sessions, in collaboration with other relevant staff and Office Administrators.
2. Taking responsibility, in liaison with the Clinical Director, for monitoring and evaluating the Centre's Mentoring Project activities to ensure delivery of outcomes.

In addition, the Mentoring Project Coordinator will:

- Work with and be accountable to the Clinical Director.
- Take responsibility for Health and Safety and Information Technology at the Centre, in liaison and partnership with the Clinical Director.
- Have an active commitment to and ensure the implementation of equal opportunities throughout all aspects of service delivery.
- Have an active commitment to ensuring confidentiality in the workplace at all times.
- Undertake such other duties as may be requested or required by the Clinical Director.

Person Specification

Essential

1. Understanding of refugee and asylum seeker issues and those whose first language is not English.
2. Knowledge relating to good practice in volunteering.
3. Project development and management skills.
4. Administration experience and familiarity with office procedures and the use of word processing, spreadsheets, databases and other computer packages
5. Excellent organisational, communication and interpersonal skills.
6. Ability to explain necessary information in a jargon-free and friendly manner.
7. Ability to work under pressure, and to manage work priorities as well as meeting strict deadlines
8. Commitment to Equal Opportunities and Confidentiality at all times.

Desirable

1. Experience of recruiting, managing supervising and training volunteers.
2. Minimum two years work experience.
3. Previous experience in working with vulnerable people, especially refugees.
4. Experience of managing staff.
5. Related experience in the charity sector, health and social care services or community.
6. Fundraising experience.
7. Speaking another language.
8. Having teaching experience

N.B. This job description is intended as an outline of the general areas of activity and will be reviewed on an annual basis and amended in light of the changing needs of the organisation.

Due to the nature of the work an appreciation of confidentiality at all times is a must. The successful applicant should be able to work with a wide range of people. It is important that the post-holder is self-motivated and able to work both in a small team and independently.

To apply, please submit two copies of a full and complete CV, including a covering letter and details of two referees by post to the RTC, 1A Leeds Place, Tollington Park, London N4 3RF.

Please note applications submitted only electronically will not be considered.

As part of its recruitment policy, the RTC is determined to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

*RTC is committed to Safeguarding Children and Vulnerable Adults and will carry out enhanced DBS and full pre-employment checks of selected candidates, as well as two references.