



Job title:	Community Building Coordinator (maternity cover)
Contract type/duration:	6 months, with the possibility of extension
Working pattern:	37.5 hours per week, but flexible working arrangements available. Some evening and weekend working will be required by agreement
Location:	Home working/remote, some UK travel, regular in-person meetings
Salary:	£30,000 per annum
Line manager:	Community Building Lead

Who are we? Small but mighty: our dynamic and passionate team is dedicated to bringing people together around the UK to help welcome refugees into our communities. Our strength comes from the hundreds and hundreds of people who work together to prepare for new refugee arrivals. So far, we have helped to resettle more than a thousand people into their new lives in the UK, people escaping violence, torture, war, and persecution, from Ukraine to Syria and Afghanistan.

What do we do? It is not easy making a new life in a new country: a new culture, often a new language. New arrivals often need help finding a job, registering with the GP, enrolling their children in school, and - not least - finding somewhere to live, so we provide training and support to equip local groups to help refugees do this. We also work with local authorities and other agencies to ensure groups and refugees are well-supported, even when things don't go to plan. It is inspiring, rewarding work.

About the role: Your core focus will be delivering training and support to those welcoming refugees to their communities across all our programmes. You will also deliver training to local authorities, business and other organisations which are engaged in refugee welcome. Most of our training is online, so you must be comfortable with IT and digital technology.

You'll work with the Community Building Lead to develop new training opportunities and methods, making sure best practice is shared across our whole team at Reset, and to those welcoming refugees in their communities. As we create and develop new ways for communities to welcome refugees, you will be at the forefront of creating new resources to make this accessible for all. You will work with the Supporting Welcome team to manage the Reset training website, implementing self-led learning opportunities, and guiding our training strategy for the future.

You will work closely with the communications team to develop our approach to working with experts by experience.

Responsibilities

	% of time
Delivering training and advice	
<ul style="list-style-type: none">• Delivering high quality advice and training• Ensuring that the experience of those who deliver or receive community-led welcome are at the centre of our work• Working with partners to ensure training delivered meets their needs and expectations• Creating resources and advice for onward sharing; this may involve working with the Reset team or commissioning external individuals or organisations to carry out work• Delivering training and advice to communities welcoming refugees• Actioning training related admin• Supporting training related monitoring and evaluation	75%
Working with others	
<ul style="list-style-type: none">• Working with the Communications Manager to ensure the training and advice stream of work is promoted• Work with the wider Reset team to ensure barriers faced by communities welcoming refugees are reported on and shared• Working with the Supporting Welcome team• Working with the communications team to develop our approach to working with experts by experience• Attending events to promote community-led welcome	25%

About you

Essential skills/experience

- Experience of designing and delivering training either online or in person
- Exceptional communication skills – both in person and online
- Experience of reporting and evaluation
- Experience of creating online resources

Desirable

- Understanding of the resettlement sector and programmes in the UK
- Experience of managing volunteers or volunteer programmes
- Experience of working with resettled refugees
- Experience of working on an e-learning platform

Benefits

28 days holiday per year plus bank holidays (pro rata for part-time employees); plus the period between Christmas and the New Year at the Board's discretion.

Unique professional development opportunities; collaborate with seasoned professionals.

Close involvement with frontline services, gaining insights into refugee needs.

Auto-enrolment pension scheme (3% paid by Reset).

Agile working enabling you to vary your working hours outside our 10am-12pm and 2pm-4pm core hours.

Employee assistance programme, confidential telephone counselling service, or suitable alternative.

How to apply

Please send the following to: recruitment@resetuk.org

- Your CV, and
- A short statement (maximum 2 pages) setting out how you meet the requirements of the role.

Closing date 12 February 2024, 09.00am. (We will be assessing applications as we receive them and reserve the right to interview, if necessary, before the closing date).

About Reset

As a leader in refugee support, Reset is dedicated to creating welcoming communities for refugees through effective engagement and advocacy.

Reset empowers volunteers to welcome refugees into communities across the UK. The charity was set up in 2018 to coordinate the growth of the Community Sponsorship movement across the UK and have since embraced other forms of community-led welcome.

We ask each member of our team to:

- Take part in pre-arranged quarterly team meetings, normally alternating between London/South East and Manchester/North West, which may require overnight stays.
- Meet in-person with all members of their team at regular intervals.
- Meet the people they line manage in-person at regular intervals.
- Be available for in-person meetings with stakeholders where this is beneficial to Reset's work.

Diversity and inclusion

Reset has a strong commitment to tackling inequality. We positively welcome applications from all parts of the community and with diverse cultural backgrounds, and particularly from people with lived experience of having refugee status or supporting refugees.

We recognise that candidates from underprivileged backgrounds are less likely to attend university and gain significant work experience. We encourage candidates who match most of the requirements (but not all) or who partly meet the requirements (but not fully) to still consider

applying for the role. If you would like to arrange an informal conversation about your suitability for the role, please contact recruitment@resetuk.org

We will ask all shortlisted candidates to complete an equality monitoring form.

Candidates with disabilities or long-term health conditions will be asked to let us know if they need any adjustments during the recruitment process.

Applicants must have the right to work in the UK.