

Routes to Employment Project Manager Job Description

About Routes

Who we are

Routes exists to grow the resources of refugee and asylum seeking women to ensure that they have equal access to jobs and education in the UK. Our vision is of a future where people seeking safety in the UK are afforded access to opportunities and networks that they need to build meaningful and fulfilling lives, the ability to choose their future path, and the resources they need to reach their full potential.

We achieve our objective through three programmes:

- **1:1 Mentoring:** a four month programme offering 1:1 mentoring, networking opportunities, skills workshops, and practical support. The programme connects refugee women with mentors in a unique mutual mentoring programme that supports both mentors and mentees to learn and grow from each other. We provide training for mentors to ensure that the support they provide mentees is high quality, and to offer a learning experience for them too. For mentees, the mentoring is supplemented by workshops covering topics like self advocacy and public speaking, wrap-around support, check-in calls, casework, and access to a comprehensive resource database.
- **Research:** Routes is conducting research into how to create systemic change for women refugees facing unemployment in London. This includes looking into apprenticeship schemes, funded training programmes and business partnerships to create employment pathways. The outcomes of this research will feed into Routes' wider work as the findings develop.
- **Alumni support:** designed to support our growing community of graduates from the mentoring programme with their continued development towards their goals, this includes bursary opportunities with City and Guilds Foundation, free comparability statements for qualifications gained abroad through ECCTIS, career talks with the aim of raising awareness and aspirations, jobs list to circulate opportunities, workshops for continued skills development and more.

You can read more about our work on our [website](#) and [blog](#).

Our ways of working

We are currently a team of five, who all work part time (mix of three and four days a week). We are motivated by investing in people and potential; we don't just accept things as they are and are always open to learning how to make things better. We invest in our own development and growth, through strengths coaching sessions, and training opportunities.

We have flexible working and aim to establish working patterns that suit everyone; it's important to us that everyone feels able to thrive in the team. Working from the office two days a week (Monday and Wednesday) is a standard requirement for our team, but you can work from home for the rest of your working week.

About Routes to Employment

Routes to Employment is an applied research project for Routes that is seeking to make systemic change for unemployment of refugee women in London. For the last year we were funded by Propel to research this issue, and we have now secured follow-on funding to pilot new work based on these findings.

Our current focus is creating an apprenticeship programme for refugee women and asylum seekers with the right to work. As part of our initial research we uncovered that the entry requirement for apprenticeships, which states that anyone applying must have been in the country for 3 years, does not apply to refugees or asylum seekers with the right to work. We want to use this to create an apprenticeship programme that could be replicated across the country therefore creating new pathways to employment.

Alongside the apprenticeship scheme we also want to explore the ways to improve access to employment support available from local councils and colleges. The support is theoretically available, but based on our conversations with women themselves, it does not feel accessible to them.

At the end of the 18 months, we have the opportunity to apply to Propel for seven years of funding to deliver a project based on the proof of concept designed and piloted in this time. If unsuccessful in securing this funding, we want to ensure that the learnings from this project are disseminated widely across the sector and can be used by others in their work.

About the role

Mission of the role

To work in collaboration with the other Routes to Employment Project Manager to deliver innovative pilot programmes based on our research findings from year one, culminating in a 7 year project proposal that has the potential to create systemic change for unemployment of refugee women in London.

Structure and remuneration

- Days: 3 days per week (24 hours)
- Salary: £36,000 FTE, pro-rata to 3 days per week (yearly take home salary of £21,600)
- Location: Two days in the office (Kennington), one day working from home. Our current office days are Monday and Wednesday.
- Management: Managed by Head of Programmes
- Ideal start date: asap
- Holiday: 33 days pro rata (20 days across the year), plus end of year office closure

Key responsibilities

You will be responsible for leading this project alongside the other Project Manager.

Delivery

- Collaborate with Routes to Employment Project Manager to design and deliver an apprenticeship programme creating new pathways to work for refugee and asylum seeking women in London, aiming to have women start apprenticeships in September 2025
- Collaborate with Routes to Employment Project Manager to design and pilot additional support alongside the apprenticeship programme, based on the findings of the research conducted in year one
- Create and manage a project management tool, setting realistic KPIs that will meet the intended outcome of the project
- Build and manage partnerships with employers and other stakeholders as necessary to deliver the pilot project
- Design and deliver employment support workshops for women interested in applying for apprenticeships

- Support employers participating in the pilot to create refugee friendly workplaces
- Respond to ongoing changes of the project design, based on continued learning as the pilot is delivered
- Manage project budget and timelines in effective manner for the desired outcomes of the project
- Recruit, manage and support any volunteers, freelancers or delivery partners necessary for the delivery of the pilot project
- Respond to feedback and design input from participants of the pilot, and the Routes Lived Experience Leadership Group

Research

- Ongoingly document learnings from the pilot, to fuel further research and research questions
- Bring proposals for research approaches that are trauma-informed, relevant to those with lived experience of the UK asylum system and supportive of project outcomes
- Write articles for the Routes blog to share ongoing learnings from the project
- Design creative methods to share the knowledge gained from ongoing delivery with sector partners and businesses, to ensure the impact of the project is widespread
- Attend events and workshops relevant to the topic of refugee employment and support for refugee women in London
- Contribute to the creation of a 7 year delivery proposal, based on the learnings from the pilot

Contribution to team and whole organisation

- Participate in team wide meetings, trainings, and activities
- Be invested in personal and team learning
- Follow organisational-wide safeguarding policies

About you

We are looking for an **innovative and collaborative** Project Manager, who is energised by the possibility of creating systemic change for unemployment within the refugee and asylum seeking women in London. If you want to have a deep impact by creating new employment pathways, and supporting individuals through the recruitment process and beyond, we would love to hear from you.

Skills and abilities:

- Excellent written and oral communication skills in English;
- Ability to work collaboratively with diverse stakeholders, including community organisations and charities, businesses and corporations, and individuals with lived experience of the asylum system;
- Strong project management skills, including the ability to manage budgets, timelines, and deliverables;
- Ability to work independently and take initiative;
- Great facilitation and presentation skills;
- Comfortable using a variety of online work management tools (or quick to learn new systems). We currently use G Suite, Airtable, Canva, Zoom;
- Strategic and innovative thinking
- An ability to bring a flexible and proactive approach needed when piloting new work
- Comfortable working in an applied research space; zooming in to the detail and out to the big picture as necessary

Personal attributes:

- You have a commitment to promoting social justice and gender equality;
- You can work effectively alone, but enjoy being part of a small and dynamic team;
- You are committed to working inclusively, and in a way that does not reinforce systemic oppression;
- You are highly organised and have a systematic approach to work;
- You have strong interpersonal skills, including the ability to establish and maintain professional relationships with stakeholders and partners.

Knowledge

- You have knowledge and understanding of the UK asylum system, or the wider immigration system, or personal experience of either of these systems;
- You have knowledge of applied research skills and methodologies;
- We'd love if you have an interest in, or knowledge of, employment access schemes

Equal opportunities

At Routes, we believe that our lived experience is an important part of who we are and enhances what we bring to the world; we actively encourage applicants from a variety of backgrounds with a range of skills, experiences and narratives to inform, enhance and develop the way we work.

The UK's charity workforce does not represent the diversity of our society – far from it. We know that many women face multiple barriers when looking to begin or progress a career in the non-profit sector, for all sorts of reasons.

We recognise that you are even more likely to have faced barriers if one or more of the following represent you:

- You have personal lived experience of the asylum system in the UK
- You are from the global majority*
- You don't have social or financial privilege, and/or you identify as working class
- You identify as D/deaf or disabled or both

and we warmly welcome your application. Please let us know if there is anything we can do to make the job application process more accessible/comfortable to you.

** a collective term that first and foremost speaks to and encourages those so-called to think of themselves as belonging to the global majority. It refers to people who are Black, Asian, Brown, dual-heritage, indigenous to the global south, and or have been racialised as 'ethnic minorities'. Globally, these groups currently represent approximately 80% of the world's population making them the global majority.*

Terms of the Role

This is a part-time (3 day/week), fixed term contract to start ASAP.

Job title	Project Manager
Reports to	Head of Programmes
Salary	£36,000 FTE (pro rata £21,600)
Working hours	24 hours per week, 8 hours a day including a one hour paid lunch break. Some evening work will be necessary, for example attending programme events. Any overtime to be agreed in advance and compensated through time off in lieu (TOIL)
Contract	Fixed term contract to August 2026 (possibility to extend funding dependent)
Probation	3 month probation period with one week notice period
Notice after probation	3 months
Annual leave	33 days pro rata (including bank holidays), plus two weeks additional time off for office close across Christmas and New Year.
Pension	Nest pension scheme. For eligible employees Routes will contribute 3% of your salary when you contribute at least 5% of your net salary
Location	Hybrid combining office work in Kennington South London with some home working. Some travel in London for events will be required.
Benefits	Laptop provided; training budget, 1:1 and team strengths coaching
Pre-work checks	Two satisfactory references; evidence of Right to Work in the UK; enhanced DBS check

We would love to discuss this role and the application process with you should you have any questions. Please email Leyla: leyla@routescollective.com