

Volunteering Coordinator

Job description

Job title:	Volunteering Coordinator
Reports to:	Student Network Manager
Location:	STAR national office, London N7. Option for hybrid working
Hours:	2 days per week (14 hrs)
Salary:	£26,000 pro-rata per annum & up to 7% contributory pension
Annual leave:	28 days plus bank holidays (pro rata)
Contract:	Permanent

About us

Student Action for Refugees is the national student movement building a society where refugees are welcomed and can thrive, as equal members of the community.

People arriving in the UK face many challenges in both claiming their right to asylum and building new lives. Challenges that result from a hostile policy environment, negative public attitudes, unhelpful media narrative and a lack of access to services. Our network of STAR student societies and activists is creating a more understanding, just and welcoming society - today and in the future by; campaigning for policy change; providing practical support and connecting communities through volunteering; improving access to university; sharing information about asylum and the lived experience of refugees to shift narratives.



In 2022/23, our network of STAR student groups spanned 39 universities and were run by 213 student leaders. We supported 741 refugees and people seeking asylum in 30 community projects and hosted 345 events to train & inform people about asylum and refugees. Together we:

- Campaigned for the right to work for asylum seekers, an end to immigration detention, improved refugee family reunion rights and improved access to university and more.
- Volunteered in partnership with 21 local charities recruiting 323 STAR student volunteers for 30 projects supporting 741 refugees – providing academic support for children, English conversation clubs, drop-in centres, IT workshops, gardening projects, sports clubs, fun community events and more.
- Organised events, providing a platform for experts by experience, academics, activists and organisations, to inform about asylum and the experiences of refugees.

- Supported universities with scholarship development, 289 activists to campaign for Equal Access at their institutions, and we provided information and advice to prospective students and university staff.

The role

Do you have what it takes to engage, inspire and enable students across the UK, to take action to welcome refugees by volunteering in their local communities?

One of the key ways STAR makes a difference is by recruiting, training and supporting student volunteers to partner with local refugee charities and provide direct support to refugees and people seeking asylum in the community through projects like English Conversation Clubs, homework clubs, football clubs and university open days.

STAR is looking for an experienced Volunteer Coordinator, ideally with frontline experience of working with refugees and people seeking asylum, to join our small and friendly team. You'll be responsible for working with students and local charities to develop and deliver useful and well-run projects that are in the best interests of refugees. You will provide the student leaders and volunteers with advice, guidance and training and connect them with great partner organisations.

Main responsibilities

Establish and support volunteering activities that are safe, effective and in the best interests of refugees

- Work with STAR groups and partner organisations to identify volunteering opportunities & develop new student-led projects.
- Provide 1:1 guidance and support to STAR leaders.
- Identify STAR leader and volunteer training needs, devise and deliver national and local training and develop and maintain information resources, with the support of the Student Network Manager and STAR's ESOL consultants.
- Maintain good connections with partner organisations and STAR leaders and manage any issues which arise.

Be an expert on volunteering and safeguarding

- Keep up to date on current volunteering regulations, policies and best practice and ensure these are built into STAR programmes.
- Support the Student Network Manager to develop and oversee STAR's organisational volunteering and safeguarding policies and procedures.
- Provide guidance and support to colleagues on recruiting and managing national team volunteers.

Monitoring and reporting

- Devise and deliver monitoring and data collection and reports on the activities and outcomes of STAR volunteering activities.
- Train and support STAR leaders to evaluate their volunteering projects.

Other tasks

- Produce content for website and social media e.g. blog posts to celebrate Volunteers' Week.
- Manage national team volunteers as required
- Undertake other tasks identified by STAR as relevant and commensurate with the post.

Volunteering Coordinator

Person Specification

Essential

1. Understanding of and commitment to STAR's aims and values.
2. Understanding of current issues affecting people seeking asylum and refugees in the UK .
3. At least one years' experience of working frontline supporting people seeking asylum and refugees – ideally in the UK. This could be in a paid or voluntary capacity.
4. At least one years' experience in a similar role - preferably in a paid capacity.
5. Experience of working with and motivating groups of students or young people.
6. Experience of developing and delivering projects in partnership with other organisations.
7. Experience of developing and delivering training and events.
8. Good understanding of the volunteering and voluntary community sector.
9. Good knowledge of safeguarding policy and practice.
10. Excellent interpersonal skills and ability to communicate clearly and effectively, with a wide range of people, both in writing and verbally.
11. Experience of developing and maintaining effective record keeping systems.
12. Excellent ICT skills.
13. Ability to think strategically, take decisions and evaluate results.
14. Ability to work effectively as part of a busy small team and be flexible to change.
15. Ability to work occasional evenings and weekends by prior arrangement and to travel within the UK .

Desirable

16. Knowledge of national and local refugee support organisations in the UK.
17. Experience working with student volunteers and/or Students' Unions.
18. Experience of teaching ESOL or English as a foreign language or managing befriending or mentoring projects,

This post is subject to an enhanced DBS check

STAR is committed to operating as an equal opportunities organisation. We particularly welcome and encourage applications from people with refugee backgrounds. We are proud to be a member of the [Experts by Experience Employment Network](#), which aims to create a

charitable sector that is led by people with lived experience of the asylum and immigration system. As part of this network, we challenge the one-size-fits-all approach in our employment practices, and respect personal circumstances and needs of people with lived experience. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.

If you have any questions or would like to arrange an informal chat about the role, please get in touch with Holly Lanyon at holly@star-network.org.uk or on 0207 697 4131.

How to apply

- The application form and equality and diversity monitoring form can be downloaded at <https://star-network.org.uk/work-for-us/>
- Please fill out both the STAR application form and the equality and diversity monitoring form and return them to recruitment@star-network.org.uk
- The closing date for applications is 10am on Thursday 28th March 2024
- Interviews will be held online on Monday 8th April 2024

For more information: E-mail holly@star-network.org.uk