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**Project worker- Employability**

**Salary: £24,960 (pro rata- 16hrs/week,). Actual: £9,984**

**Contract Type: fixed term, can be extended subject to funding-**

**05/08/2024 until 04/08/2025**

**Location: ICOS, 14 Foyle Street, Sunderland, SR1 1LE**

**Reporting to: Manager**

**Directly manages/supports: Volunteers**

**Liaison with: Other staff members, sessional staff**

**Role description:**

***International Community of Sunderland (ICOS) is seeking to employ an enthusiastic and proactive Project Assistant to ensure successful delivery our projects.***

The work is focused on vital support for migrant people in Sunderland and the surrounding area. The projects you will work on will include community development projects, environmental, sports and health and wellbeing projects.

You will provide support to our team, which will focus on booking venues, organizing events, creating simple event advertisements, creating, sharing, and advertising content through/on social media, including Twitter, Facebook, Instagram, LinkedIn and YouTube.

You will support administrative and data processing functions, such as collating attendance, feedback, registration and impact data after events and activities.

You will be a good team worker, passionate about making our area better for migrant people and integrating migrant people and the wider community.

Essential qualities:

-Communication skills

-Literacy and numeracy

-Social media

-Willingness to learn

-Passion and commitment

-Time management skills

Experience preferred, but training will be provided.

**Background information:**

**I**nternational Community Organisation of Sunderland (ICOS) exists to improve the quality of life of migrant people in the North East and to enhance community cohesion and intercultural understanding in this area.

We focus on those who lack access to information and services to ensure equal access.

We have particularly strong links to the Eastern European community, but we have also successfully worked with refugees, asylum seekers and minority ethnic people born in the UK.

Currently, most of our work is delivered in Sunderland and the surrounding area.

Our approach is to focus on both- assets of our community, as well as the issues that our community faces. While we are committed to supporting those in crisis, we strongly believe that it is our duty to prevent crisis.

We:

1. Connect people to opportunities

2. Defend people’s rights

3. Bring people from different cultural backgrounds together

In order to fulfil our mission, we provide the following activities:

-Information, Advice, Guidance and Advocacy work (individual casework) in a wide range of diverse areas, from employability to welfare rights

-Volunteering opportunities

-Cultural activities

Our values are:

-Justice

-Equality

-Involvement

-Connectedness

-Commitment

***Our motto is: Advocating for right, Creating opportunities***

**Specific responsibilities:**

Supporting other staff members to organise events and activities- both, one-off, and regular, including wellbeing, sports, environmental and other, including arranging venues and catering

Creating posters/advertisements for projects, activities and events

Social media advertising

Engaging with a variety of audiences through social media channels, as well as over the phone, email and in person

Collecting, collating, and inputting data, including paper and digital records. Use of Ms Excel, and the Lamplight data management system (<https://www.lamplightdb.co.uk/>)

Engaging with the local community to ensure potential beneficiaries are aware of the support the project can offer

Supporting and training volunteers.

Liaison with external partners, including external providers of services, and sessional staff

Use of the in-house monitoring and evaluation process, including the Lamplight system (training will be provided)

Ensuring that the projects meet their set targets and that this can be evidenced.

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| **Category/requirement:** | **Essential (a must):** | **Desirable (nice to haves):** | **Confirmed through:** | |
|  |  |  |  | |
| Skills/abilities: | -Excellent written and oral communication skills  -Ability to work on their own initiative and as part of a team  -Ability to  manage own time and casework effectively  -Ability to manage and prioritise multiple tasks and complete them efficiently  -Able to work in partnership with other organisations  -Ability to support people from a variety of different backgrounds    -Compassion/understanding  -Ability to engage with, and encourage, excluded groups  -Able to use social media well (Facebook and Twitter/X as a minimum) | -Knowledge of at least one of the top foreign languages spoken in the UK, according to the 2021  Census (excluding English):  https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/language/bulletins/languageenglandandwales/census2021  -Basic graphic design | Application form | |
| Experience: | -Experience of working with people from a variety of different  backgrounds  -Use of social media platforms well  (Facebook and Twitter/X as a minimum)  -Experience of organising events and/or activities in a paid, or unpaid capacity  -Working with groups of people, or organising formal, or informal / social activities | -Experience of working with volunteers  -Experience of safeguarding procedures and processes  -Experience of working with people for whom English is their second language  -Experience of using Canva and/or other similar packages  -Data entry experience  -Minute / note taking experience  -Managing and supporting volunteers  -Content creation  -Report – writing  -Newsletters | | Application form / interview |
| Qualifications | 5 GCSE’s A-C (including English and Maths) or equivalent  -C good general standard of education including literacy and numeracy skills | -Relevant degree  -Safeguarding qualification  -Equality and Diversity qualification | | Application form |
| Knowledge | -IT Literacy, proficiency with Microsoft Office  -Knowledge of social emdia platforms  -Knowledge about supporting people to access work, training and skills opportunities | -Knowledge of issues affecting migrants, such as discrimination, No Recourse To Public Funds (NPRF)  -Experience of safeguarding clients | | Application form |
| Personal qualities | -Listening skills    -Able to relate to those who have suffered through exploitation, discrimination, or racism  -Able to use apply professional judgement and discretion when balancing conflicting needs and priorities  -Empathy and understanding, sensitive to clients’ needs    -Honesty and integrity  -Flexible  -Organised with a good attention to detail  -Has a bold, ‘can-do’ attitude,  Dedicated  -Passion for the charity sector and supporting disadvantaged people  -Disciplined at managing own time and workload  -Values collaboration and is able to give and receive feedback  -Team worker  -A clear commitment equality and diversity |  | | Interview |
| Other | DBS certificate (current) or willing to obtain (paid for by the employer) | Safeguarding training  GDPR / Data Protection Training | | Application |

**For more information and to request an application pack please contact:** [**office@icos.org.uk**](mailto:office@icos.org.uk)**, or go to the website:** [**www.icos.org.uk**](http://www.icos.org.uk) **to download a pack.**

**CVs will not be accepted.**

**Completed applications can be sent by email to Michal Chantkowski, Project Manager at michal@icos.org.uk.**

**Deadline for applications: 15/07/2024, 5pm.**

**No applications will be accepted after this point.**

**Interviews will be held 23/07/2024.**