**RAY (Refugee Action York) is seeking to recruit**

**a Volunteer Coordinator (Information & Support)**

**RAY** is a small registered charity providing support and information to refugees, asylum seekers and migrants living in and around the city. RAY's aims are to:

* Advance education and relieve financial hardship amongst migrants, those seeking asylum and those granted refugee status, particularly by the provision of advice and guidance.
* Increase public awareness about the issues relating to refugees and those seeking asylum.

RAY runs a weekly Sunday drop in session (known as The Hub) for refugees, migrants and asylum seekers in York, providing English and Turkish language classes, craft activities for children and an information and support service. We also provide a weekly Youth Club (4Corners) for young people from ethnic minorities who live in York, a mentoring project for young people, and a range of other support projects.

**Summary of role:** RAY’s Information and Support service at The Hub provides “signposting” to other services and help or advice that individuals or families may need or be entitled to (such as health, housing, benefits, immigration). The post-holder will be responsible for developing, overseeing and delivering this service, as well as other projects and programmes as directed by the RAY Manager. These will vary over time according to funding but may initially include; Befriending and home support; Parenting projects; Ambassadors & Fundraisers team.

**Key tasks are:**

To manage the Information and Support service at the Hub, overseeing enquiries and follow up to ensure satisfactory outcomes, keeping relevant parties and agencies updated throughout the process;

To be responsible for training and managing volunteers in the designated projects, ensuring that they are supported and supervised in their roles;

To establish and maintain links with other advice and support agencies and solicitors, and to understand the key areas of advice such as health, housing, and benefits.

**Hours:** 14 hours per week – including three out of four Sunday sessions per month during school term time, 12-4pm.

**Salary**: NJC Scale (SCP24-28) equating to £11.38-£12.93 per hour

This post is funded for a minimum of 12 months

For more details and an application pack, please visit our website www.refugeeactionyork.org

Closing date Friday 23rd June. Interviews will be held in the first two weeks of July.

If you have any queries you would like to discuss, please email carrie@refugeeactionyork.com, or ring 07545 060694