

Ukrainian Support Officer

Young Barnet Foundation (YBF) has an exciting opportunity for someone to join our growing team as a **Ukrainian Support Officer**.

Summary:

Hours:	Full-time, 35hrs per week* (plus statutory breaks) Occasional evening or weekend work may be required.
Term:	6-month fixed term contract , with potential extension subject to funding
Base:	YBF office (east Barnet, EN4 8SG) and home working
Remuneration:	£27,000 to £30,000 (depending on experience)
Accountable to:	YBF CEO/Inclusion Barnet, Head of Community Services
Line management:	Potential volunteers
Application Closing Date:	5pm, Friday 15th July 2022

We offer our team members:

- Flexible working hours and some working from home opportunities (for the right candidate).
- Commitment to your personal training and development.
- New modern office space located in east Barnet.
- Support of friendly, welcoming colleagues, with at least quarterly team building social events and activities.
- Opportunity to be part of the wider Barnet Together Alliance

*We would welcome applications from those who are looking for not only full-time but also part-time working or interested in job sharing. Please note the role will occasionally involve evening and early morning events but YBF works closely with their staff to accommodate personal circumstances such as family requirements.

About Young Barnet Foundation

Young Barnet Foundation is a membership organisation which supports over 200 charities, community groups and social enterprises who deliver positive activities and vital support services to children and young people in the London Borough of Barnet. We are proud members of Barnet Together and one of ten Young People's Foundations operating across London, Dorset and Manchester.

Our team works collaboratively, tactically, and strategically under an ethos of 'Generous Leadership' to support and build capacity within and beyond our membership, including:

- Providing members with advice, information, and networking/training opportunities; assistance with fundraising and partnership building.
- Working with local authority and strategic partners to encourage sharing of intelligence, ideas, and resources.
- Working with the local authority, Barnet together partners and the wider sector to respond to emergency situations for the Borough – eg COVID and the Ukraine refugee crisis

PURPOSE OF THE ROLE:

Following the outbreak of war in Ukraine, the council/partners and voluntary, community, faith and social enterprise sector (VCFSE) have stepped up to respond to the crisis. Barnet Together Alliance, (BTA) a partnership between Young Barnet Foundation, Volunteering Barnet and Inclusion Barnet (Barnet Together) and the council are seeking to reinforce this support. This role will support the BTA to coordinate the crisis response efforts and respond in a timely way. You will need to respond to requests from residents, collate the offers of support, map what is going on in the borough, establish support services where needed and ultimately make sense of everything going on and communicate it to partners and the community in a clear and concise way. This is a difficult time for those involved and you will be the point of contact for the community response efforts in the borough.

Key Duties and Responsibilities

- To help BTA to respond to the needs of incoming Ukrainians across all ages, through the VCSFE.
- Work with the wider Barnet Together Team/membership/community to map services that have the capacity to support this additional cohort.
- Collate the support offer from the main parties in the sector, eg: Age Uk, Barnet Carers, etc.
- Support the administration of the Expression of Interest (online form) for funding for community delivery.
- Support the administration of the offers of support (online form).
- Ensuring that all offers are passed to the council for inclusion on Ukrainian Support pages.
- Manage the email inbox.
- Create timely update reports for BT leads and external facing partners as instructed.
- Gather feedback from the community regarding issues, gaps and good news stories.
- Set up and manage a host network (if required) (for families hosting Ukrainian refugees).
- Setting up and administering a MS Teams channel, to facilitate conversations and harness needs/issues of this community.
- Working across the BT team to co-ordinate activity eg: working with Volunteering Barnet to facilitate volunteering support, linking with the Community Connectors.
- Review current marketing material – what are the gaps.
- Collate resources/training that will support this strand of work – refugees, hosts or partners, share in the right channels.
- Manage the promotion of the Ukrainian Appeal on FaceBook.
- Collate central information and update regularly.

Candidate Profile:**Essential**

- Understanding and experience of working with a wide range of stakeholders and building successful partnerships.
- Ability to communicate effectively, both in writing and verbally, with people at all levels/backgrounds.
- Ability to think on your feet, be flexible and responsive to the community's needs.

Desirable

- Experience of working with a displaced community would be advantageous.
- A demonstrable understanding of current refugee community concerns.
- Ability to demonstrate suitable experience in coordinating in the sector.
- Project management experience.
- Experience of delivering partnership projects.
- Experience of servicing and working to a project board.
- Marketing and event organisation experience.

Qualities

- Naturally driven/self-motivated/ self-starter. Able to manage their own time and prioritise a heavy workload.
- The ability to work closely with others in a non-hierarchical setting.
- Passionate about the voluntary sector and its role in creating positive social change.
- Commitment to the ethos and values of Young Barnet Foundation.
- Commitment to equality and diversity and an understanding how to promote them in your/our work.
- Confident decision-maker, problem-solver and always solutions-focused.
- Adaptable, open to new ways of doing things.

Other Terms and Conditions

Contract Period:	Six months
Expenses:	Staff may claim travel expenses, at the agreed rate, for journeys necessary in the course of their work. Claims for additional expenses will be reimbursed in accordance with our expense policy or funded contracts.
Annual Leave:	25 days per annum, pro rata, excluding bank holidays. Holidays will increase in accordance with our Annual Leave Policy.
Pension Payments:	On activation and after satisfactory completion of the probationary period, Young Barnet Foundation will contribute, in line with government requirements, into a stakeholder or personal pension scheme.

Application Process:

Please apply with a **covering letter and an up-to-date CV** (citing your relevant abilities, skills, knowledge and experience). Please use the covering letter to explain in detail how you meet the requirements of the Candidate Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach an additional sheet if necessary.

By E-mail:

recruitment@youngbarnetfoundation.org.uk

Enquiries:

Telephone: 0203 621 6090

CVs will be assessed as and when suitable candidates apply - interview dates TBC

Please note that this post is subject to appointee undergoing an Enhanced DBS, in line with Young Barnet Foundations commitment to safeguarding. Proof of right to work in the UK is required. Young Barnet Foundation is an equal opportunities employer.

Young Barnet Foundation offers a flexible approach to working hours, working closely with each staff member to suit their personal and professional needs.

***If you are viewing this role via an online job board/agency please be aware that you MUST submit your application via the instructions above to recruitment@youngbarnetfoundation.org.uk ***