

Refugee Council

job description



JOB TITLE: Refugee Teachers Network Coordinator

TEAM: Refugees into Teaching

GROUP: Policy and Development

LOCATION: Leeds (Education Leeds)

REPORTS TO: Refugees into Teaching Project Manager

GRADE: 5

HOURS: 21

Context and purpose of the job

Refugee Teachers Network

The Refugee Council, as lead partner of the national project Refugees into Teaching, is pleased to announce that the Department for Children, Schools and Families (DCSF) has agreed to fund the Refugee Teachers Network. This 0.6 coordinator's post is funded until May 2009; however, subject to further funding, there may be the possibility of this becoming a full-time post, should the postholder be interested.

The work of the Refugee Teachers Network (RTN) builds on the work of the Refugee Teachers Steering Group, by serving the needs of those outside London and in lesser served areas. The main aim of the RTN is to improve the services to refugee teachers by providing a forum for all providers of services to refugee teachers nationally, in particular those in the Yorkshire and Humberside and West Midlands regions. The network will share good practice, encourage registration of teachers on the National Refugee Teachers Database as a central point of referral, and identify and take forward issues to be addressed by policymakers.

The approach to building the network will be supportive and participatory, with the postholder encouraged to listen carefully to stakeholders, and follow this up by appropriately judged positive actions which have a direct impact.

There will be close links between the RTN and the established framework and tools set up by the Refugee Council as lead partner in Refugees into Teaching (RiT), e.g. the National Refugee Teachers Database, website, newsletter, e-group, contact lists, publicity, dissemination and events.

The Refugee Teachers Network coordinator will be line managed by the project manager of Refugees into Teaching, but will be located within the offices of Education Leeds, and will be expected to work closely with staff there involved in working with refugee teachers.

You can apply for this job at www.refugeecouncil.org.uk/jobs

Registered address: British Refugee Council, 240-250 Ferndale Road, London SW9 8BB
Registered charity no. 1014576 Registered company no. 2727514



The Refugee Teachers Task Force, in its report to the then Department for Education and Skills in winter 2006, recommended the creation of a network to share experience among providers of services to refugee teachers, in different regions across England. This network was proposed as part of a package of measures to strengthen the infrastructure to support the integration of refugee teachers into the education workforce as teachers in primary, secondary and further education and in support roles in schools and the community.

Refugees into Teaching

Refugees into Teaching is a national project promoting and coordinating work for refugee teachers as well as working with partners to support teachers up to fully qualified teacher status. RiT is funded and supported by the Training and Development Agency for Schools (TDA).

RiT project staff include the project manager, the Referral and Administrative Officer, the Refugee Council's Policy Advisor for Employment and Training and the New Media Manager, as well as guidance workers employed by the two training providers. The postholder will be expected to develop and build on the work of RiT for the benefit of the Network, and to work closely with other teams in the Refugee Council, e.g. community and regional development team, and the communications team.

More information is available on the website: www.refugeesintoteaching.org.uk.

Refugee Council

The lead partner in RiT is the Refugee Council. The Refugee Council is the largest national refugee agency in the UK. It has expertise in working with refugees, Refugee Community Organisations and the statutory bodies. It has long experience of working in and leading partnerships with other organisations in the UK and EU on refugee employment issues. In addition, it has experience of setting up profession-specific skills databases for doctors and dentists in partnership with British Medical Association (BMA) and British Dental Association (BDA). There are offices in London, East of England, West Midlands, as well as Yorkshire and Humberside; in addition, it has good links with the Scottish and Welsh Refugee Councils.

Main duties and responsibilities

Main duties include:

1. To work with the Refugee Teachers Network in assisting the Network steering group to agree and carry out its programme of work on behalf of the Network, and to identify creative ways for improving co-ordination between providers
2. To take the lead in assisting the Refugee Teachers Network steering group to develop a strategic plan for the Network
3. To identify areas of strategic importance to Network members and to bring these to the attention of the Network steering group
4. To convene and service the Refugee Teachers Network steering group by producing minutes, agenda and formal reports as required
5. To represent the Refugee Teachers Network to key regional and national organisations and bodies and to contribute to Network partnership activities, including the Refugee Teachers Task Force and the Refugee Teachers Hub in London
6. To maintain and update the members contact list and/or a list of specialist provision

You can apply for this job at www.refugeecouncil.org.uk/jobs

7. To produce and disseminate relevant information to member and non member organisations
8. To develop good and supportive relationships with member organisations and to develop steering group membership of the Network as necessary
9. To set up and maintain a directory of relevant external contacts for the Network
10. To inform members of, promote use of, and encourage registration of teachers on, the National Refugee Teachers Database
11. To take the lead on research and advocacy projects on behalf of the Network and to develop data collection systems necessary to support them in partnership with the National Refugee Teachers Database
12. To ensure regular Network contributions to, and edit articles for, a newsletter for Network members, working in liaison with the RiT Referral Officer in building on the work of the RiT newsletter
13. To co-organise events and training as agreed with the Network steering group and regional partners, e.g. to encourage sharing of experience and good practice through an annual conference; and to convene topic based workshops e.g. on use of the standard assessment tool, and other training events in partnership
14. To ensure that the financial and reporting requirements of the funder are met and, in partnership with the RiT project manager and members of the RTN, explore funding opportunities to ensure sustainability of the Network
15. To ensure the prompt payment of Network invoices and to follow up invoice enquiries with relevant Parties
16. To build on the work of the Refugee Teachers Steering Group as appropriate
17. To work with the Refugee Integration and Employment Service to provide appropriate services related to refugee teachers, e.g. briefing and training to caseworkers offering early support to new refugees from teaching backgrounds
18. To liaise with members of the RiT team to carry out the work of the network, e.g. to liaise with the RiT referral officer in updating the Database and the Website, to liaise with the Policy Advisor for Employment and Training in identifying and taking forward policy issues, and to liaise with the RiT project manager over regular updates on progress and contributing to quarterly reports
19. To act as a point of contact for enquiries on refugee teachers issues nationally

In order to carry out the main duties listed above, the post-holder will also be required to fulfil the following duties:

Self Management

1. To be self-supporting in the use of PCs and basic office equipment
2. To carry out tasks and projects independently of others when required
3. To report progress on work to the Refugee Teachers Network, as well as to the RiT project manager, and attend regular support and supervision sessions

4. To provide verbal and written reports as required, contributing to the evaluation and monitoring of the project

Team Work

1. To work actively with the Refugee Teachers Network and Refugees into Teaching to ensure the development and implementation of an effective work plan and delivery of a quality service
2. To attend and contribute to Network Steering Group meetings and other relevant cross - organisational meetings, task groups and networks consistent with the Network work plan
3. To attend and contribute to Refugees into Teaching Partnership and Team meetings and other Refugee Council events and training where appropriate
4. To share knowledge and experience with Network steering group members
5. To work in accordance with all Refugee Council policies, including Health & Safety, Equal Opportunities, etc.

Information-gathering and analysis

1. To be pro-active in gathering and reading information required in order to guarantee a relevant and up to date service
2. To prioritise areas of key strategic importance to the Network within this information
3. To attend regional and national meetings, training and conferences as required by the Refugee Strategy Network

Additional Information

Health & Safety

The post holder is responsible for:

Cooperating with the Refugee Council in delivering all legal responsibilities in respect of your own and your colleagues, volunteers, clients and others health and safety whilst at work.

Becoming familiar with the Refugee Council's Health & Safety Policy and procedures including evacuation procedures at your workplace.

Carrying out risk assessments of your own work and especially of your own workstation to ensure that you do not expose yourself or others to unnecessary risk.

Flexibility

In order to deliver services effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties will, however, fall within the scope of the job, at the appropriate grade. The job description will be subject to periodic review with the post-holder to ensure it accurately reflects the duties of the job.

Equal Opportunities Statement

As part of its recruitment policy, the Refugee Council intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

Working at the Refugee Council

A commitment to the work of the Refugee Council.

Personal Effectiveness

With the support of their manager the post-holder will need to effectively manage their own workload and medium and long term plans and objectives.

Refugee Council

person specification



JOB TITLE: Refugee Teachers Network Coordinator

Experience

Essential

1. Demonstrable experience of working independently and with initiative sufficient to motivate and organise networks and events, and effective working.
2. Experience of good office practice, including but not exclusive to, organising meetings and events, writing minutes and reports and maintaining directory and information systems
3. Experience of assessing and meeting information needs
4. Experience of prioritising a busy workload, and delivering within time and budget

Knowledge, skills and abilities

Essential

1. A commitment to, and an understanding of, the principles of equal opportunities, as well as the work of the Refugee Council, and specifically work related to refugee teachers
2. Knowledge of, or the ability to quickly and effectively acquire knowledge of, issues related to refugee teachers
3. The ability to plan, monitor and complete a programme of work composed of many elements and involving organisations across England
4. Excellent and proven spoken communication and presentation skills applicable in a wide variety of settings
5. Good written English sufficient to draft, for example, newsletter articles and reports.
6. Excellent proofreading skills and an eye for detail
7. Ability and flexibility to work as part of a team, and to support the requirements of the partners in the Network
8. The ability and willingness to travel regularly within England, particularly within the Yorkshire and Humberside region, to the West Midlands and London, including overnight stays
9. Skilled in using Microsoft Office packages, i.e. Word, Outlook, Powerpoint

10. An understanding of, and the ability to implement systems ensuring data confidentiality

23 November 2007