****

**Job Description**

**Job Title: Project Manager (InterAction)**

**Job Purpose:** To develop, promote and oversee the effective delivery and co-ordination of the InterAction project that engages with and supports isolated and socially excluded migrants using Early Action approaches to prevent and de-escalate crises.

**Time Commitment:** 35 Hours per week

**Salary Scale:** Band 4 **-** £27,485-£31,936 per annum, plus 6% pension contribution

Note - we would normally expect new recruits to start at the bottom of the band.

**Contract:** Permanent, subject to funding

**Responsible to:** Head of Client Services

**Location:** Based at Newcastle office with some home working and travel to other locations across Newcastle City Centre. Occasional regional or national travel for training or networking when safe to do so.

**Organisational Context:**

Action Foundation is an award-winning charity that provides opportunities for marginalised people to overcome their isolation and exclusion by providing:

* free accommodation for refused asylum seekers (Action Housing, Action Hosting and Action Access projects)
* short-term supported accommodation for those with refugee status (Action Letting)
* community ESOL classes delivered by volunteers (Action Language)
* multi-agency drop-ins and outreach facilitating social connections and welfare support (InterAction)
* a digital inclusion project supporting clients from all of the above services as appropriate

The charity has offices in Newcastle and Sunderland and operates across Tyne and Wear. Last year it had a turnover of £1.3m, employed over 30 people and supported over 2,000 beneficiaries with the help of approximately 200 volunteers.

**Duties and Responsibilities:**

* Oversee the effective delivery of weekly drop-in sessions to a high and professional standard, ensuring activities are appropriately safeguarded and risk assessed
* Line management of the drop-in coordinators (currently three part-time)
* Oversee management of project volunteers
* Develop local networks to promote the project and build commitment amongst a range of local partners to attend the drop-ins on a regular basis to provide information, support, and signposting
* Promote the project widely using a variety of media channels and marketing materials, liaising closely with our Communications & Events Executive to raise the profile of the project
* Work collaboratively with colleagues in Action Foundation to ensure effective delivery of services
* Participate in the Asylum Early Action practitioner network alongside the other partners to share learning and contribute to promoting the Early Action Charter and Network\*
* Negotiate appropriate tenancy agreements and ensure activities are conducted appropriately to avoid breach of these agreements or of Action Foundation’s safe working practices
* Manage the budget for the project and ensure that it is delivered in line with the terms and conditions of the grant and in accordance with Action Foundation’s financial monitoring procedures
* Manage the collection and reporting of accurate and appropriate monitoring data for the project, ensuring confidentiality and data protection principles are embedded throughout this process
* Provide regular updates to Action Foundation’s Senior Management Team in relation to the delivery of the project against agreed targets and outcomes
* Work with the fundraising team to apply for grant funding to further develop the project and lead on submitting reports as required
* To represent the organisational ethos to staff, volunteers, supporters and other stakeholders as required

**Personal Specification/Key Competencies:**

**Experience & Qualifications**

* Managing and developing a project or service supporting vulnerable people (Essential)
* Developing networks and partnerships (Essential)
* Recruiting and managing volunteers (Essential)
* Developing written policies and procedures (Desirable)
* Managing safeguarding for a project or service (Desirable)
* Experience of working with interpreters / those speaking English as a second language (Desirable)
* Strong awareness of the issues facing asylum seekers and refugees (Essential)
* Degree level Qualification (Desirable)

**Skills, Knowledge & Abilities**

* Management skills, including ability to lead and motivate others (Essential)
* Ability to work on own initiative, to solve problems, organise work and meet deadlines (Essential)
* Excellent time management/administrative skills and ability to manage a range of

 objectives (Essential)

* Ability to build productive working relationships with colleagues at all levels (Essential)
* Good written and verbal communication skills, including making presentations to a
 variety of audiences (Essential)
* Ability to develop strong, positive relationships with partners and good
negotiation skills (Essential)
* A detailed knowledge of the asylum system (Desirable)
* Proficient with Office 365 (Essential)

**Other**

* Supportive of the ethos and values of the organisation (Essential)
* A desire to support people seeking asylum, refugees, and other migrants (Essential)
* A full driving licence and access to own transport (Desirable)
* Willingness to undertake relevant training as required (Essential)

**Note**

* This job description is not exhaustive, and amendments and additions may be required in line with future organisational changes
* This post would require the taking up of two references and a DBS check
* Action Foundation is an Equal Opportunity employer, and we welcome applications from all sectors of the community

\* The Early Action Charter for People Seeking Asylum Programme (The Early Action Programme) is a three-year capacity building project run by Refugee Action and supported by the National Lottery Community Fund. The programme will embed preventative approaches within organisations supporting people seeking asylum across England, enable their beneficiaries to understand the crisis points within the asylum system and how to avoid or de-escalate them.