

## **RESTORE Job Description**

Job title: ***Befriending Support Worker*** (female)

Salary: NJC scale 6, starting point 26

Hours: 37.5 hours (with some flexible time)

Location: Restore office, All Saints House, 172 Herbert Road,  
Small Heath, Birmingham, B10 0PR

Employed by: Birmingham Churches Together

Responsible to: Restore Project Coordinator

**Main purpose:** To develop the service and care that Restore offers to refugee and asylum seeking women and to support Restore's female volunteers. The postholder will be assisting volunteers to support refugee and asylum seeker women to move from isolation to integration.

### **Duties and responsibilities:**

- Supporting asylum seeker and refugee lone women, women with children, and some 2-parent families. This will include supporting those who are pregnant, linking them into statutory and voluntary services, and those given status and seeking to access benefits.
- Responding to referrals of asylum seeker and refugee women from other agencies and matching these women to volunteer befrienders.
- Assisting with training of potential volunteers and those interested in asylum issues.
- Providing support to befrienders. This may include exploring a support group for befrienders.
- Assisting the Project Coordinator with Restore's summer holiday programme and possibly facilitating activities in other school holidays.
- Looking at provision of activities for asylum seeker and refugee women, working with other agencies already facilitating activities and, if appropriate, developing a Restore programme.
- Involvement in Restore Open Meetings and Restore social events bringing host and refugee communities together.

- Fulfilling administrative work relating to all of the above, including writing letters, developing training materials, keeping accurate records of befriending and social activities, contributing to reports for fundraising, Management Committee and Restore's Annual Report
- Undertaking other duties consistent with the purpose and nature of the post.

**Terms of employment:**

These include a normal working week of 37.5 hours with provision for time to be taken off in lieu where hours have to be worked in the evening or at weekends.

Holiday entitlement is four weeks per annum plus statutory bank holidays and three days between Christmas and New Year.

Restore offers a contributory pension scheme (7.5% offered by the employer with the Pension Trust. The employee's contribution is a minimum of 5% of salary).

A CRB check will be required for this post.